

City of Elyria
Off-Premise Sign
Permit Worksheet

The purpose of this worksheet is to inform you of the requirements for this permit type and allow for you to calculate any fees prior to actually submitting the request for the permit. This worksheet is for your use only and does not qualify as an official permit application. Permit applications can be submitted through <https://www.cityofelyria.org/ePermits> or in person to the Building department at 131 Court Street, Suite 101

A **site plan, construction drawings, elevation drawings** and other information to assist the reviewer.

Selected Current Ohio Building Code (OBC) Requirements

3107.1 General requirements:

All *signs* shall be designed and constructed to comply with the provisions of this code for materials, *loads* and stresses, and with the requirements of this section (i.e.: Wind load, Earthquake load, Illumination, use of Combustibles, and Animated devices.)

3107.1.1 Construction documents and written consent:

Before any permit is issued for the erection of a *sign*, *construction documents* shall be filed with the Code Official showing the dimensions, materials and required details of construction, including *loads*, stresses and anchorage. The applications shall be accompanied by the *written* consent of the owner or lessee of the premises upon which the *sign* is to be erected.

3107.4 Identification:

Every *sign* for which an approval / permit has been issued and which is hereafter erected, constructed or maintained, shall be plainly identified by the name of the person, firm or corporation, erecting, maintaining or operating such *sign*. **The method and location of this identification shall appear on the *construction documents* filed with the Code Official.**

WARNING: Beginning work without permit in hand shall result in payment of a double fee (1317.07, Elyria Codified Ordinance). **THE BUILDING PERMIT MUST BE CONSPICUOUSLY POSTED FOR PUBLIC VIEW** – Preferably in a front window. **NOTE: (Separate Electrical Permit Required)**

The property owner and contractor take full responsibility for compliance with City and State codes.

A. Signs up to 100 Sq. Ft. Total Signs ? _____ x \$ 100.00 _____ (Per Sign)

B. Signs **over** to 100 Sq. Ft. Total Signs ? _____ x \$ 250.00 _____ (Per Sign)

C. Total Cost of Construction. \$ _____.

D. Plus 3% State Fee. _____.