

City of New Philadelphia

Signage Permit Application



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Signage Permit Application

Thank you for applying for a New Philadelphia Signage Permit. All information needed to complete the application is contained in this packet.

Do I need a Signage Permit?

Signage permits are needed when adding signage, refacing an existing sign, or changing the name from one business to another. You will first need to contact the East Central Ohio Building Authority (ECOBA) to obtain proper permitting through them. If you are unsure whether you need a signage permit through the City, please call the Service Director's Office at 330-364-4491 ext. 1275.

What is the East Central Ohio Building Authority (ECOBA)?

ECOBA is a local building department that is certified by the State of Ohio Board of Building Standards that has been created to enforce the Ohio Building Code for all commercial and industrial buildings. ECOBA can be reached at 330-364-3164 or online at the following link: <https://www.ecohba.com/>.

ECOBA permitting is required to construct, enlarge, alter, repair, move, or change the occupancy of a building or structure or portion thereof, or to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical, plumbing system, or other building service equipment, or piping system. The ECOBA permit number must be provided on the signage permit. If you have spoken to ECOBA and they have told you that a permit is not required, you must sign the application on the appropriate line stating that you have spoken to them and were told that a permit is not needed.

How long will it take for my permit to be approved?

Usually, it takes 5 to 7 business days for a permit to be approved but it could take longer depending on the availability of the Service Director or Code Administrator.

How much does it cost?

Signage permits are \$20 per face. All fees are nonrefundable.

Does my permit expire?

Signage permits must be completed within six months of the approval date of this application.

Are there any rules I must follow?

Yes, there is a maximum amount of signage a property can have according to the **zoning district** the property is located in. In a Residential district, single-family homes can only have one identification which is not to exceed six square feet. Multi-family homes can have one non-illuminated sign not to extend 10 square feet. Business, Business B, and Industrial all have a maximum signage of 200 square feet, while properties in an Office zone can have up to 50 square feet, and the Central Business District can have up to 80 square feet. Keep in mind that this is the maximum allowable square footage, but this does not mean the property will be allowed to have the maximum amount. A formula has been included in the permit application for each zoning district which will help in determining the maximum allowable signage that can be placed on-site. If the signs are double-sided, each side counts toward the total square footage. Also, existing signage must be accounted for. In addition, any property located on a corner lot must stay back from a 25-foot radius from the corner, and if the property is in a Business B zone, there is a 15-foot setback.

How do I find out my property's zoning district?

The City's zoning map can be found online at: <http://www.newphilaoh.com/downloads/new-phila-zone-map.pdf> or you may call the Service Director's Office at 330-364-4491 ext. 1275.

Are there height restrictions?

Several zoning districts have height restrictions. Residential and Office zones have a maximum height of 45 feet, while Business and Business B zones have a maximum height of 60 feet. Industrial and Central Business zones do not have any height restrictions.

What information do I need to provide with my commercial building permit application?

All sign permit applications need to have an ECOBA number or a signature stating that you have talked to ECOBA and a permit is not needed. Plans for the proposed signage must be included.

What if my permit application is denied?

If your permit has been denied, you have the right to appear before the Board of Zoning Appeals to request a variance for a \$35.00 fee; however, you must prove a hardship to the Board as to why you need the variance request.

What do I do after my permit has been approved?

After your permit has been approved by the Service Director or Code Administrator, you will receive a call from this office letting you know you can pick up your permit. You will be provided with a small sign that must hang in a window that is viewable from the street until the work is complete, at which time you may then throw the sign away.

Additional Information

Additional information has been provided below each section on the permit which cites specific ordinances. The codified ordinances for New Philadelphia can be found on our website at the following link: <https://www.newphilaoh.com/downloads/Complete-Codified-Ordinance.pdf>. Zoning information is found under Part 11 which ranges from Pages 1017 through 1119. Part 11 is divided into Chapters. You may use the Bookmarks tab on the right side of the screen (second icon down and looks like a little ribbon icon) to make navigation easier.

If you have any additional questions that have not been addressed by the information provided, please do not hesitate to reach out to the Service Director's Office at 330-364-4491 ext. 1275. We are open Monday through Friday from 8am until 4:30pm except for major holidays.



City of New Philadelphia

150 E High Avenue
New Philadelphia, OH 44663

Permit No. _____

Date: _____

Fee: _____

ECOBA No: _____

BOA: _____

SIGNAGE PERMIT APPLICATION

All fees are nonrefundable per Ordinance 1153.02(d). Please make checks payable to the City of New Philadelphia. Projects must be completed within six months of the issue date of this permit per Ordinance 1157.06(c)(1).

Property Information

Property Address: _____	Parcel No.: _____
Lot Number: _____	Flood Zone: <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, a flood study may be required.)
Zoning: <input type="checkbox"/> Residential <input type="checkbox"/> Office <input type="checkbox"/> Business <input type="checkbox"/> Business B <input type="checkbox"/> Central Business <input type="checkbox"/> Industrial	

ECOBA Information

All improvements to commercial properties, signage included, are required to get approval from the East Central Ohio Building Authority prior to applying for a building permit within the City. ECOBA can be reached at 330-364-3164.	
ECOBA No: _____	I certify that I have spoken to ECOBA and have been informed that I do not need a permit at this time.
Signature _____	Date _____

Owner Information

Owner's Name: _____	Phone No.: _____
Address: _____	
Email: _____	

Lessee Information

Lessee's Name: _____	Phone No.: _____
Address: _____	
Email: _____	

Sign Contractor Information

Name: _____	Phone No.: _____
Address: _____	

Subcontractor Information

Name: _____	Phone No.: _____
Address: _____	

Signage Calculation

Zoning District	Front Width of Building	Total Allowable S.F.	Maximum Signage per Zone
Business	ft. + 40 =	sq. ft.	200 sq. ft.
Business B	ft. + 40 =	sq. ft.	200 sq. ft. per Ord. 1167.09(b)(7)
Office	ft. x .05 + 10 =	sq. ft.	50 sq. ft. per Ord. 1163.08(d)(9)
Central Business	ft. + 25 =	sq. ft.	80 sq. ft. per 1165.06 (b)(8)
Industrial	ft. + 40 =	sq. ft.	200 sq. ft. per Ord. 1169.08(b)(6)
Residential	Single-family may have one identification sign permitted, not to exceed 6 sq. ft. per Ordinance 1161.18(d)(1). Multi-family may have one non-illuminated sign not to exceed 10 sq. ft. per Ordinance 1161.18(d)(6).		

*Business B zoning signage must meet a 15-foot setback from the front of the property line.

Proposed Signage Information - \$20.00 fee per face per Ordinance 1309.01(a)

Type of Sign	Sign Face	Project Cost	Length	Width	Total
	<input type="checkbox"/> Single <input type="checkbox"/> Double	\$	ft. x	ft. =	sq. ft.
	<input type="checkbox"/> Single <input type="checkbox"/> Double	\$	ft. x	ft. =	sq. ft.
	<input type="checkbox"/> Single <input type="checkbox"/> Double	\$	ft. x	ft. =	sq. ft.
	<input type="checkbox"/> Single <input type="checkbox"/> Double	\$	ft. x	ft. =	sq. ft.
Plus Existing Signage Square Footage On-site:					sq. ft.
TOTAL SIGNAGE SQUARE FOOTAGE (cannot exceed total from above calculation):					sq. ft.

*Please note if the sign has two faces, you must add each face in the total square footage; this applies to existing signs on the site as well.

Additional Information

If there is any additional information you would like to explain about your project, please do so below:

Applicant Certification Statement

I hereby declare, under the penalties provided by the zoning ordinance for violations thereof, that the statements made relative to the above project(s) described in this application for a Signage Permit are, to the best of my knowledge and belief, true and correct. I acknowledge that the project(s) described herein will be completed within six months of the approval date of this application per Ordinance 1157.06(c)(1), otherwise a new signage permit will be obtained. I understand it is my responsibility to contact the East Central Ohio Building Authority to obtain permitting. If the setback requirements have not been met, I understand my application will not be approved. I also understand that if my permit application is rejected by the Service Director or Code Administrator, I have the right to appear before the Board of Zoning Appeals for a \$35.00 fee but must prove a hardship as to why I am asking the Board for a zoning variance request.

Print Name

Applicant's Signature

Date

Review by Service Director or Code Administrator

<p>Approved</p> <p>Your signage permit has been approved. Work must be completed within six months of the issue date of this permit per Ordinance 1157.06(c)(1).</p>
<p>Signature of Service Director or Code Administrator</p>
<p>Date</p>

<p>Rejected</p> <p>Your Signage Permit has been rejected for the following reason:</p> <p> <input type="checkbox"/> Over Allowable Amt. <input type="checkbox"/> Setbacks <input type="checkbox"/> Permitted Use </p> <p> <input type="checkbox"/> Other: _____ </p> <p>Ordinance: _____</p>
<p>Signature of Service Director or Code Administrator</p>
<p>Date</p>

Board of Zoning Appeals - \$35.00 fee per Ordinance 1309.901(a)

<p>Please state the reason you are requesting a variance: _____</p>	
<p>Signature of Applicant _____ Date _____</p>	
<p> <input type="checkbox"/> \$35.00 Fee Paid <input type="checkbox"/> Hardship Proven <input type="checkbox"/> Variance Granted <input type="checkbox"/> Variance Denied </p>	<p>Signature of BoA Chairman/Acting Chairman _____ Date _____</p>