



## **SIGN PERMIT SUBMITTAL CHECKLIST**

**CHILICOTHE BUILDING DEPARTMENT**  
35 South Paint Street, Chillicothe, Ohio 45601

Office: (740) 7873-8980 Fax: (740) 779-6476

Home Page: [ci.chillicothe.oh.us](http://ci.chillicothe.oh.us)

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- Completed sign permit application with owners and contractors signatures.
- Fees paid.
- Ground or pylon signs require site plan signed and sealed by Professional Land Surveyor
- Foundation plan for Ground Signs signed and sealed by Ohio Registered Design Professional
- If sign is illuminated, electrical plan required signed and sealed by Ohio Registered Design Professional
- Elevation views of ground and wall signs showing size, overall height, and number of signs.
- Connection details for wall signs and sign awnings
- Non-electric signs require one (1) inspection and electric signs require two (2) inspections. Billboards signs require four (4) inspections. Permit fees are as shown below.
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<b><u>SIGN PERMIT FEE SCHEDULE</u></b>	<b><u>NON-ELECTRIC</u></b>	<b><u>ELECTRIC</u></b>
• GROUND OR PYLON	\$ 154.50	\$ 309.00
• WALL MOUNTED	\$ 154.50	\$ 309.00
• PROJECTING	\$ 154.50	\$ 309.00
• TRAILER MOUNTED	N/A	\$ 154.50
• OFF-PREMISE	\$ 154.50	\$ 309.00
• BILLBOARD	N/A	\$ 624.00
• HOME OCCUPATION	\$ 154.50	N/A
• WINDOW	\$ 154.50	N/A
• ENTRANCE AND EXIT	\$ 154.50	\$ 309.00

**IN ADDITION INCLUDE A \$3.75 TECHNOLOGY FEE**