



Department of Buildings and Inspections
300 George Street, Harrison, Ohio, 45030
513-202-8494; fax: 513-202-8457

SIGNS

I. WHY IS A BUILDING PERMIT REQUIRED FOR A SIGN?

A permit is required for all signs to control visual clutter and to ensure signs are safely and properly installed.

II. WHAT CODES/REGULATIONS ARE APPLICABLE?

Before a temporary or permanent sign is installed, a permit must be obtained. Please call the Zoning Office at 202-8494 for the regulations appropriate to a particular site. Better yet, apply for a permit to receive written approval prior to erecting the sign, thereby avoiding orders to remove or modify the sign.

Contact the following agencies:

Building Code Plans Examination:	202-8494
Zoning Code Administration:	202-8494
Zoning Inspections:	202-8494

III. HOW DO I OBTAIN A PERMIT?

Complete an application for a permit and submit four copies of plans for review to the Building Department, Community Center, 300 George Street, Harrison, OH 45030. The plans shall include the following:

A. Plot Plan: Drawn to scale showing:

1. The amount of street frontage per business;
2. Distance (in feet) from sign to lot lines and structures;
3. North arrow; and
4. Location and description of existing and proposed signs.

B. Sign Illustrations

1. The size and shape of the sign;
2. Details of how the sign is to be supported, attached, anchored, connected, braced, including foundations for poles, sign sections, etc.; indication of existing and proposed materials; design loading specifications (wind, soil bearing capacity); structural calculations or stamped drawings may be required.
3. The message and height of letters on the sign; and
4. Lamp location (if the sign is not illuminated, indicate on plans).

NOTE: Signs shall not display symbols which could be confused with traffic control devices or, if illuminated, they shall not display flashing red, amber or green lights. It is preferable that these colors not be used at all in sign lighting.

C. **Electrical or Lighting Information**

All electrical devices and circuitry must be tested and listed organization - UL or other.
A separate electrical permit is Inspection Bureau Incorporated (IBI) at 381-6080.

IV. **WHAT HAPPENS AFTER I APPLY FOR MY PERMIT?**

The aforementioned agencies will review the application. If any of the agencies has questions or comments, they will contact the person listed on the application. Upon receipt of the necessary approvals, the customer service staff will notify the applicant that the permit is ready, and the balance of the permit fee will be due.

V. **WHAT IS REQUIRED AFTER THE PERMIT IS ISSUED?**

All work must be performed in accordance with the Harrison Zoning Code, Ohio Building Code, National Electric Code and other applicable ordinances. The permit will expire if work is not started, is postponed, abandoned or an inspection is not requested within one year of the issue date.

***IF YOU MOVE OR GO OUT OF BUSINESS, YOU SHOULD TAKE DOWN YOUR SIGN;
RELOCATED SIGNS REQUIRE A PERMIT.***

VI. **INSPECTIONS REQUIRED:** (24-hour minimum notice)

- A. **Foundation Inspection:** If a footing is needed, the excavation must be inspected for depth and size before the concrete is placed; call 513-202-8488.
- B. **Sign Mounting/Attachment Inspection:** If the sign is attached to a standard or other structure, please call 513-202-8488.
- C. **Electrical Inspection:** If the sign is illuminated or wired for electricity, contact IBI at 513-381-6080.
- D. **Final Inspection:** When all work is completed, call 513-202-8488.

IT IS YOUR RESPONSIBILITY TO CALL FOR ALL INSPECTIONS.

VII. **TEMPORARY AND PORTABLE SIGNS**

Temporary signs shall be limited to one sign per occupant on any street frontage. They shall not extend into the right-of-way or exceed four feet in any dimension. Use is limited to not more than four permits per year, and said sign shall be removed within 24 hours of the expiration date of the permit.

Portable signs are not permitted.