

# OUTDOOR ADVERTISING SIGN CONSTRUCTION PERMIT

## I. APPLICATION PROCESS

To apply for construction of an Outdoor Advertising Sign Permit (OASP), you must submit three (3) sets of complete drawings with a copy of the replacement permit to be used, completed OASP application and building permit application to the Business Development and Permit Center, 805 Central Avenue, Suite 500, Cincinnati, Ohio 45202, where your plans will be routed to the necessary offices for review. Note: Painted wall signs and bench signs regulated by Chapter 895 do not require the completion of a building permit application. OASP applications for painted wall signs should be submitted directly to the Zoning Office in the Business Development and Permit Center.

It is important to understand a replacement permit is needed to establish an outdoor advertising sign in the City of Cincinnati. A replacement permit is a credit, obtained from a previously dismantled outdoor advertising sign. This credit and the meeting of criteria outlined in Chapter 895 of the Cincinnati Municipal Code, in addition to Building and Zoning Code compliance, are necessary to construct an outdoor advertising sign.

## II. REVIEW PROCESS

Your application is subject to Building Code, Zoning Code, and Cincinnati Municipal Code review. This review will be done simultaneously to help expedite your application. Any deficiencies will be noted and you will be required to revise your plans to comply with local code.

## III. APPROVAL

After approval of your application, you will be notified by telephone that your permit is ready for issuance and the balance of the fees due. When you come to pick up your permit, you will receive a copy of the approved application and receipt for OASP along with the building permit and one set of approved construction plans.

## IV. LET US HELP

The Zoning Office will assist you by offering to meet with you in the field or otherwise to help determine the feasibility of the proposed site for your outdoor advertising sign. You can arrange pre-construction consultation by calling 352-3271.