



City of Ontario

555 Stumbo Road Ontario, Ohio 44906

www.ontarioohio.org

Tel: 419.529.3818

Fax: 419.529.6132

Sign Plan Process, Index and Fee Schedule

1. Make contact with Zoning department, Zoning Inspector 419-529-2530
e-mail zoning@ontarioohio.org
2. Make Contact with the Richland County Building Department 419-774-5517
3. Begin Sign Permit application process. If sign meets all City Codes and Ordinances a sign permit can be issued by the Zoning Inspector and City Engineer usually within a week. If sign does not meet all City Codes and Ordinances a variance (fee \$50.00) will have to be filled out and then go to Planning Commission for their approval. Once approved by the City Planning Commission, a Sign Permit can then be issued by the Zoning Inspector. A copy of the permit will be faxed to the Richland County Building Department where you can apply for all building permits
4. The index listed below can be found in the "Codes" section. The city website address is ontarioohio.org
 - Total time for all approvals to happen could be as short as a week, or up to two months depending on when appropriate paperwork is received, and appropriate information is given.

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Strong past, bright future



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SIGN PROJECT FEES

Sign Plan Review : \$60

Sign Variance: \$50

**Sign Erector's License Fee: \$80 per year (or)
\$10 per month**

Sign Display Area Fee's

Signs of Four Square Feet or Less: \$20

**Signs More Than Four Square Feet but Less Than
Twelve Square Feet in Total Area: \$40**

Signs Over Twelve Square Feet Plus \$2.50

Per Square Foot Over Twelve Total Square Feet: \$40 plus \$2.50 per Square Foot

Maximum Fee for any Sign Shall not Exceed: \$500

Building Permit Fee: **AS REQUIRED BY RICHLAND COUNTY**

Strong past, bright future

CITY OF ONTARIO, OHIO
SIGN ERECTOR’S LICENSE APPLICATION FORM
Application Fee Due at Time of Submission

Submittal Date _____

Application Fee \$_____

Certificate of Insurance: Y N

Applicant: Business Name: _____
Street: _____

(City) (State) (Zip)
Phone _____

Filled out by Zoning Inspector
Permit: EL-
Receipt # _____

E-mail (optional) _____

Contact Person:
Name: _____

Description of signs to be erected: _____
_____.

Section 1146.09(3) Sign Erector License Required.

- a) No person, partnership, or corporation shall erect, enlarge, or structurally alter any sign within the City that contains 1. Any electrical connection, 2. Is ten or more feet off the ground when completed, or 3. Is larger than twenty five sq. ft. without a sign erector’s license issued in accordance with the requirements in subsection (b), below.
- b) A sign erector must obtain a license by filing an application with the City Zoning Inspector that contains the following information and fee: 1. Name, address, and phone number of sign erector.
2. Description of the types of signs that are to be erected. 3. Evidence that the sign erector has general liability insurance in effect, providing coverage for wrongful death and bodily injury in an aggregate amount of not less than \$500,000. **[Copy of Current Certificate of Insurance]** and
4. Payment of a fee as provided for in Ordinance 01-05, passed December 6, 2001 and on file in the Zoning Inspector’s Office. **[\$80 per year or \$10 per month]**
- c) Upon determination by the Zoning Inspector that a sign erector has met the requirements of this section, a sign erector’s license shall be approved and issued to the applicant.

Ontario City Zoning Inspector
3375 Milligan Rd.
Ontario, OH 44906

Phone: (419) 529-2530
E-mail: Zoning@OntarioOhio.org

CITY OF ONTARIO, OHIO
APPLICATION FOR A SIGN PERMIT

Date: _____

Permit #: SP- _____

Sign Plan Review Fee: \$ _____

Area (S.F.) Fee: \$ _____

Total Fee: \$ _____

When this document is approved by the Zoning Inspector, it shall constitute a sign permit.

LANDOWNER

LICENSED SIGN ERECTOR

Name

Name

Address

Address

City and State

Zip Code

City and State

Zip Code

Phone Number

Phone Number

BUSINESS: Where sign is to be erected.

Name

Street Address

Description of sign including size and materials to be used:

A diagram of the proposed sign and location on the property are attached.

Applicant

Email

Based upon the information contained in this application and the accompanying diagrams,
a sign permit is: approved / denied

Reason for denial _____

Date

Zoning Inspector

You are required to notify the Ontario Service-Safety Director 48 hours before
construction begins. Phone: 419-529-2495

BEFORE THE PLANNING COMMISSION OF THE CITY OF ONTARIO, OHIO
REQUEST FOR VARIANCE

NAME

DATE: _____

ADDRESS

FEE: _____

CITY AND STATE

PERMIT #: AV-_____

THE UNDERSIGNED REQUEST A VARIANCE FOR PROPERTY LOCATED AT

_____ AND

ZONED _____ DISTRICT FOR THE FOLLOWING PURPOSE:

THE SECTION OF THE ZONING ORDINANCE TO BE VARIED IS _____

THE UNDUE HARDSHIP OR PRACTICAL DIFFICULTIES WHICH JUSTIFY THIS VARIANCE ARE
AS FOLLOWS:

APPLICANT