



DEPARTMENT OF CODE ENFORCEMENT

Sign Permit Application

See sign requirements on the City of Rome website Article 16

This information shall be provided by the applicant in order to process the permit application along with any required construction drawings, sign proofs and site plan locating all signs.

1. Address of the property _____
2. Property owner's name, phone #, email _____

NOTE: If you are not the property owner (renting), a notarized letter authorizing the project is required from the property owner

All commercial buildings are limited to a minimum of 40 sf of signage per street front OR one (1.5) square foot of signage per lineal foot of building along the street front (for each street). Can't combine to use on one street front.

1. What are the building dimensions along the street fronts _____
2. What is the size or area (square footage) of the proposed signs _____
(Window signs are limited to 30% of window area)
3. List type and number of signs and which signs (if any) are illuminated _____
4. A diagram that illustrates the following information (attachment)
 - a. A labeled site plan of the proposed sign locations.
 - b. The distance from the property line to any monument or pole sign Minimum of 5' and must follow site line guide (SEE ATTACHED).
 - c. The height of any monument or pole sign _____
5. **NOTE: Any sign located within the City Right of Way requires a Right of Way permit from the Engineer's Office (on the 3rd floor).**
6. Contractor's name, phone #, email _____
7. Contractor must note which insurance requirement will be submitted with application:
Workers Comp _____ CE-200 _____
8. Contractor must call for a final inspection and closeout.

NOTE: Sign construction must follow Appendix H of the current New York State Building Code (attached).

NOTE: Any electrical work (other than hooking to existing) will require 3rd party inspections.

Signature of Applicant: _____ Date: _____

For Official Use Only:

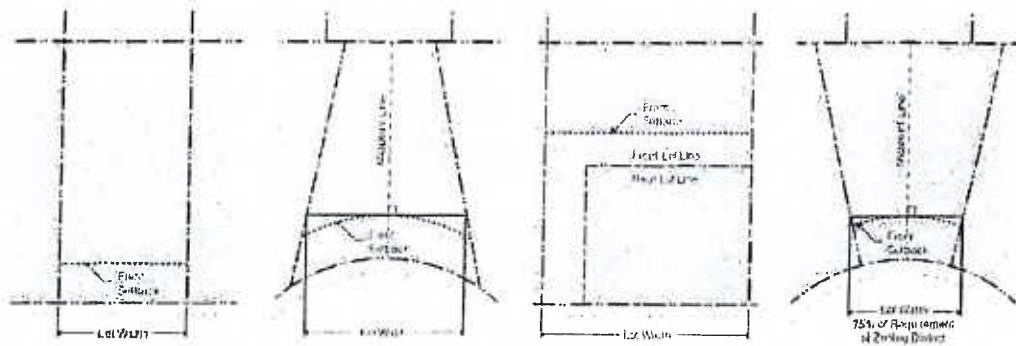
Rome Zoning Board of Appeals approval required	Yes	No
Rome Planning Board approval required	Yes	No
Rome Historic District approval required	Yes	No

Date Received: _____ Initials: _____ Reviewed by: _____

d. Where the side lot lines angle to increase width towards the rear, the required lot width measured at the required setback is 75% of the lot width required by the zoning district.

iii. For flag lots, lot width is measured at the required front setback as defined in this section.

LOT WIDTH



(n) Sign Dimension Measurement

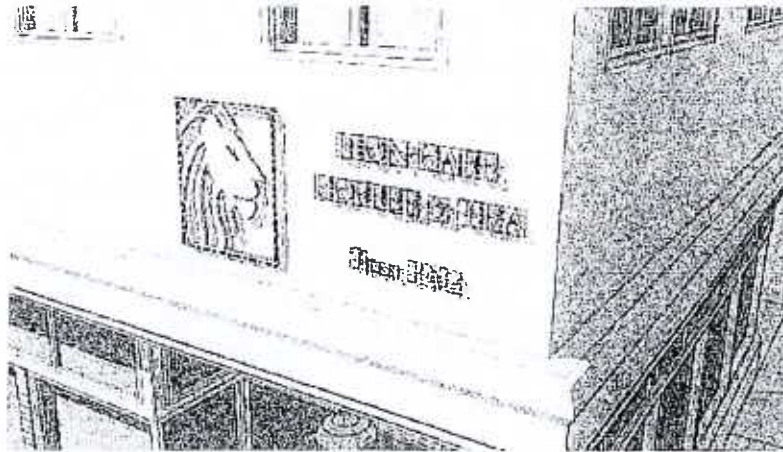
i. Calculation of Sign Area

- a. For signs on a background, the entire area of the background is calculated as sign area, including any material or color forming the sign face and the background used to differentiate the sign from the structure against which it is mounted. Sign area does not include any supports or bracing.
- b. For signs consisting of channel letters or freestanding logos, the sign area is calculated as the total area of each square, circle, rectangle, or triangle, or combination thereof, that encompasses each individual letter or logo. Sign area does not include any supports or bracing.

SIGN AREA: SIGNS ON A BACKGROUND



SIGN AREA: CHANNEL LETTERS



c. Window area for the purpose of calculating maximum window sign area is calculated as a continuous surface until divided by an architectural or structural element. Mullions are not considered an element that divides window area. Window signs printed on a transparent film and affixed to the interior or exterior of a windowpane or glass door are calculated as individual letters or logos, provided that the portion of the transparent film around the perimeter of the individual letters or logos maintains 100% transparency of the window.

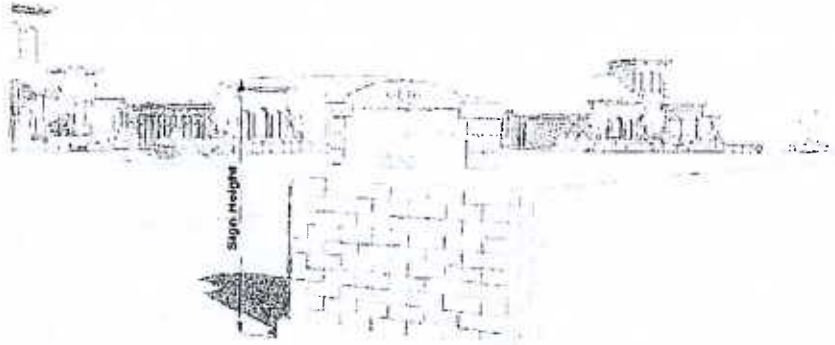
WINDOW SIGN AREA



ii. Measurement of Sign Height

For ground signs, sign height is measured as the vertical distance measured from the base of the sign to the highest point of the sign, including any decorative elements.

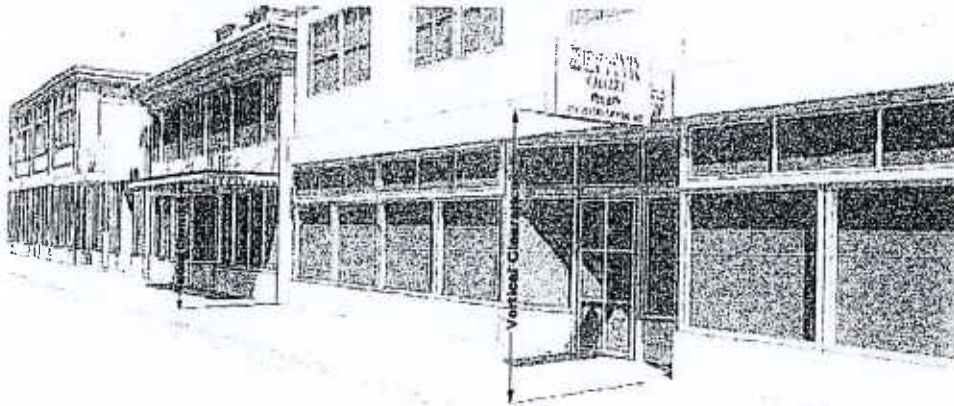
SIGN HEIGHT



iii. Measurement of Vertical Clearance

For building-mounted signs, vertical clearance is measured as the vertical distance measured from the ground directly below the sign to the lowest point of the sign.

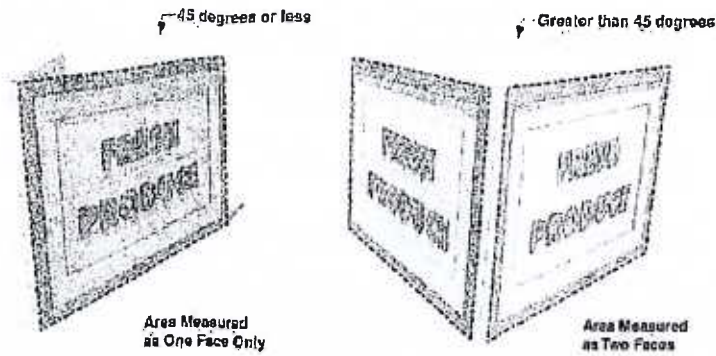
VERTICAL CLEARANCE



iv. Determination of Number of Sign Faces

If the interior angle between two sign faces is 45° (degrees) or less, the sign area is computed as the area of one face only. If the angle between two sign faces is greater than 45° (degrees), the total sign area is computed as the sum of the areas of the two faces.

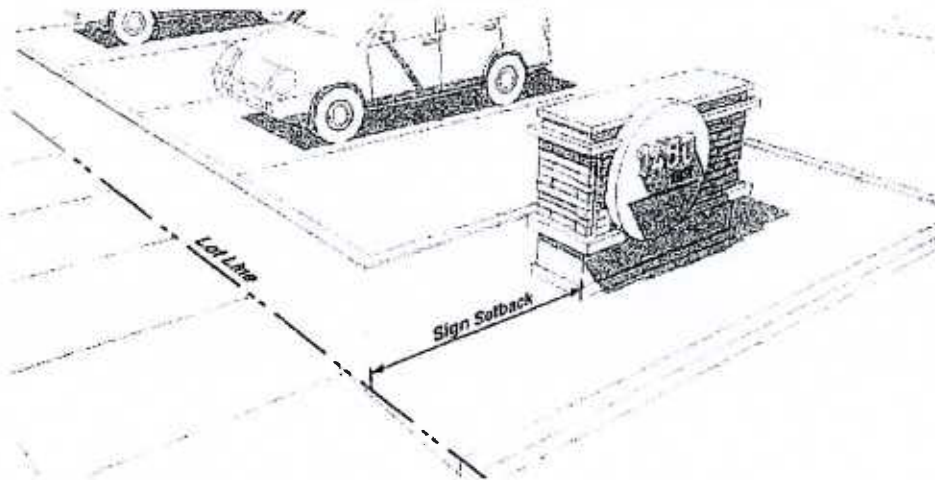
SIGN FACE



v. Sign Setback

A required sign setback is measured from the applicable lot line to the closest point of the sign.

SIGN SETBACK



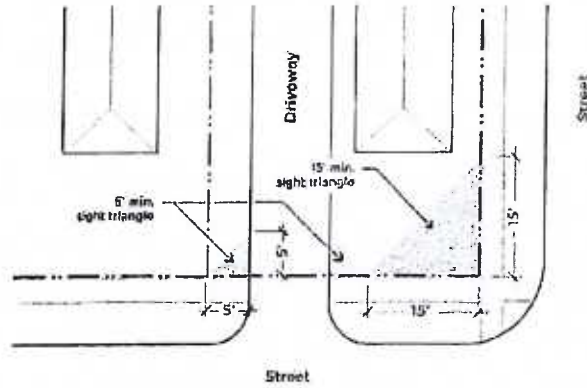
(a) Sight Triangle

A sight triangle is located at the intersection of the street or alley right-of-way, access easement, and/or driveway pavement, is measured at a line joining the points at a distance as follows:

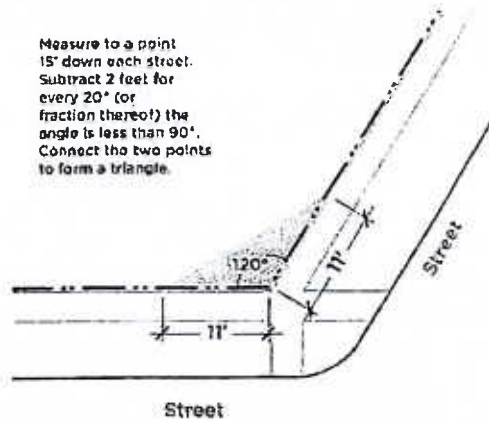
- i. Five feet from the point of the intersection of driveways and the lot line, as measured along the lot line and edge of driveway pavement.
- ii. For intersections forming a 90 degree angle, 15 feet down each street measured along the right-of-way.
- iii. For intersections forming an angle greater than 90 degrees, 15 feet down each street measured along the right-of-way, minus two feet for each 20 degrees or fraction thereof the angle exceeds 90 degrees.

iv. For intersections forming an angle less than 90 degrees, 15 feet down each street measured along the right-of-way, plus 2 feet for each 20 degrees or fraction thereof the angle is less than 90 degrees.

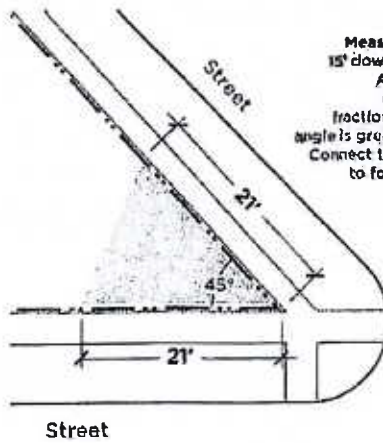
SIGHT TRIANGLE



Measure to a point 15' down each street. Subtract 2 feet for every 20° (or fraction thereof) the angle is less than 90°. Connect the two points to form a triangle.



Measure to a point 15' down each street. Add 2 feet for every 20° (or fraction thereof) the angle is greater than 90°. Connect the two points to form a triangle.



APPENDIX H

SIGNS

The provisions contained in this appendix are not mandatory unless specifically referenced in the adopting ordinance.

User note: Code change proposals to this appendix will be considered by the IBC – Structural Code Development Committee during the 2016 (Group B) Code Development Cycle. See explanation on page iv.

SECTION H101 GENERAL

H101.1 General. A sign shall not be erected in a manner that would confuse or obstruct the view of or interfere with exit signs required by Chapter 10 or with official traffic signs, signals or devices. Signs and sign support structures, together with their supports, braces, guys and anchors, shall be kept in repair and in proper state of preservation. The display surfaces of signs shall be kept neatly painted or posted at all times.

H101.2 Signs exempt from permits. The following signs are exempt from the requirements to obtain a *permit* before erection:

1. Painted nonilluminated signs.
2. Temporary signs announcing the sale or rent of property.
3. Signs erected by transportation authorities.
4. Projecting signs not exceeding 2.5 square feet (0.23 m²).
5. The changing of moveable parts of an approved sign that is designed for such changes, or the repainting or repositioning of display matter shall not be deemed an alteration.

SECTION H102 DEFINITIONS

H102.1 General. The following words and terms shall, for the purposes of this appendix, have the meanings shown herein. Refer to Chapter 2 of this code for general definitions.

COMBINATION SIGN. A sign incorporating any combination of the features of pole, projecting and roof signs.

DISPLAY SIGN. The area made available by the sign structure for the purpose of displaying the advertising message.

ELECTRIC SIGN. A sign containing electrical wiring, but not including signs illuminated by an exterior light source.

GROUND SIGN. A billboard or similar type of sign that is supported by one or more uprights, poles or braces in or upon the ground other than a combination sign or pole sign, as defined by this code.

POLE SIGN. A sign wholly supported by a sign structure in the ground.

PORTABLE DISPLAY SURFACE. A display surface temporarily fixed to a standardized advertising structure that is regularly moved from structure to structure at periodic intervals.

PROJECTING SIGN. A sign other than a wall sign that projects from and is supported by a wall of a building or structure.

ROOF SIGN. A sign erected on or above a roof or parapet of a building or structure.

SIGN. Any letter, figure, character, mark, plane, point, marquee sign, design, poster, pictorial, picture, stroke, stripe, line, trademark, reading matter or illuminated service, which shall be constructed, placed, attached, painted, erected, fastened or manufactured in any manner whatsoever, so that the same shall be used for the attraction of the public to any place, subject, person, firm, corporation, public performance, article, machine or merchandise, whatsoever, which is displayed in any manner outdoors. Every sign shall be classified and conform to the requirements of that classification as set forth in this chapter.

SIGN STRUCTURE. Any structure that supports or is capable of supporting a sign as defined in this code. A sign structure is permitted to be a single pole and is not required to be an integral part of the building.

WALL SIGN. Any sign attached to or erected against the wall of a building or structure, with the exposed face of the sign in a plane parallel to the plane of said wall.

SECTION H103 LOCATION

H103.1 Location restrictions. Signs shall not be erected, constructed or maintained so as to obstruct any fire escape or any window or door or opening used as a *means of egress* or so as to prevent free passage from one part of a roof to any other part thereof. A sign shall not be attached in any form, shape or manner to a fire escape, nor be placed in such manner as to interfere with any opening required for ventilation.

SECTION H104 IDENTIFICATION

H104.1 Identification. Every outdoor advertising display sign hereafter erected, constructed or maintained, for which a

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permit is required, shall be plainly marked with the name of the person, firm or corporation erecting and maintaining such sign and shall have affixed on the front thereof the permit number issued for said sign or other method of identification approved by the building official.

SECTION H105 DESIGN AND CONSTRUCTION

H105.1 General requirements. Signs shall be designed and constructed to comply with the provisions of this code for use of materials, loads and stresses.

H105.2 Permits, drawings and specifications. Where a permit is required, as provided in Chapter 1, construction documents shall be required. These documents shall show the dimensions, material and required details of construction, including loads, stresses and anchors.

H105.3 Wind load. Signs shall be designed and constructed to withstand wind pressure as provided for in Chapter 16.

H105.4 Seismic load. Signs designed to withstand wind pressures shall be considered capable of withstanding earthquake loads, except as provided for in Chapter 16.

H105.5 Working stresses. In outdoor advertising display signs, the allowable working stresses shall conform to the requirements of Chapter 16. The working stresses of wire rope and its fastenings shall not exceed 25 percent of the ultimate strength of the rope or fasteners.

Exceptions:

1. The allowable working stresses for steel and wood shall be in accordance with the provisions of Chapters 22 and 23.
2. The working strength of chains, cables, guys or steel rods shall not exceed one-fifth of the ultimate strength of such chains, cables, guys or steel.

H105.6 Attachment. Signs attached to masonry, concrete or steel shall be safely and securely fastened by means of metal anchors, bolts or approved expansion screws of sufficient size and anchorage to safely support the loads applied.

SECTION H106 ELECTRICAL

H106.1 Illumination. A sign shall not be illuminated by other than electrical means, and electrical devices and wiring shall be installed in accordance with the requirements of NFPA 70. Any open spark or flame shall not be used for display purposes unless specifically approved.

H106.1.1 Internally illuminated signs. Except as provided for in Sections 402.16 and 2611, where internally illuminated signs have facings of wood or approved plastic, the area of such facing section shall be not more than 120 square feet (11.16 m²) and the wiring for electric lighting shall be entirely enclosed in the sign cabinet with a clearance of not less than 2 inches (51 mm) from the facing material. The dimensional limitation of 120 square feet

(11.16 m²) shall not apply to sign facing sections made from flame-resistant-coated fabric (ordinarily known as "flexible sign face plastic") that weighs less than 20 ounces per square yard (678 g/m²) and that, when tested in accordance with NFPA 701, meets the fire propagation performance requirements of both Test 1 and Test 2 or that, when tested in accordance with an approved test method, exhibits an average burn time of 2 seconds or less and a burning extent of 5.9 inches (150 mm) or less for 10 specimens.

H106.2 Electrical service. Signs that require electrical service shall comply with NFPA 70.

SECTION H107 COMBUSTIBLE MATERIALS

H107.1 Use of combustibles. Wood, approved plastic or plastic veneer panels as provided for in Chapter 26, or other materials of combustible characteristics similar to wood, used for moldings, cappings, nailing blocks, letters and latching, shall comply with Section H109.1 and shall not be used for other ornamental features of signs, unless approved.

H107.1.1 Plastic materials. Notwithstanding any other provisions of this code, plastic materials that burn at a rate no faster than 2.5 inches per minute (64 mm/s) when tested in accordance with ASTM D635 shall be deemed approved plastics and can be used as the display surface material and for the letters, decorations and facings on signs and outdoor display structures.

H107.1.2 Electric sign faces. Individual plastic facings of electric signs shall not exceed 200 square feet (18.6 m²) in area.

H107.1.3 Area limitation. If the area of a display surface exceeds 200 square feet (18.6 m²), the area occupied or covered by approved plastics shall be limited to 200 square feet (18.6 m²) plus 50 percent of the difference between 200 square feet (18.6 m²) and the area of display surface. The area of plastic on a display surface shall not in any case exceed 1,100 square feet (102 m²).

H107.1.4 Plastic appurtenances. Letters and decorations mounted on an approved plastic facing or display surface can be made of approved plastics.

SECTION H108 ANIMATED DEVICES

H108.1 Fail-safe device. Signs that contain moving sections or ornaments shall have fail-safe provisions to prevent the section or ornament from releasing and falling or shifting its center of gravity more than 15 inches (381 mm). The fail-safe device shall be in addition to the mechanism and the mechanism's housing that operate the movable section or ornament. The fail-safe device shall be capable of supporting the full dead weight of the section or ornament when the moving mechanism releases.

SECTION H109 GROUND SIGNS

H109.1 Height restrictions. The structural frame of ground signs shall not be erected of combustible materials to a height of more than 35 feet (10 668 mm) above the ground. Ground signs constructed entirely of noncombustible material shall not be erected to a height of greater than 100 feet (30 480 mm) above the ground. Greater heights are permitted where approved and located so as not to create a hazard or danger to the public.

H109.2 Required clearance. The bottom coping of every ground sign shall be not less than 3 feet (914 mm) above the ground or street level, which space can be filled with platform decorative trim or light wooden construction.

H109.3 Wood anchors and supports. Where wood anchors or supports are embedded in the soil, the wood shall be preservative treated with an approved preservative.

SECTION H110 ROOF SIGNS

H110.1 General. Roof signs shall be constructed entirely of metal or other approved noncombustible material except as provided for in Sections H106.1.1 and H107.1. Provisions shall be made for electric grounding of metallic parts. Where combustible materials are permitted in letters or other ornamental features, wiring and tubing shall be kept free and insulated therefrom. Roof signs shall be so constructed as to leave a clear space of not less than 6 feet (1829 mm) between the roof level and the lowest part of the sign and shall have at least 5 feet (1524 mm) clearance between the vertical supports thereof. No portion of any roof sign structure shall project beyond an exterior wall.

Exception: Signs on flat roofs with every part of the roof accessible.

H110.2 Bearing plates. The bearing plates of roof signs shall distribute the load directly to or upon masonry walls, steel roof girders, columns or beams. The building shall be designed to avoid overstress of these members.

H110.3 Height of solid signs. A roof sign having a solid surface shall not exceed, at any point, a height of 24 feet (7315 mm) measured from the roof surface.

H110.4 Height of open signs. Open roof signs in which the uniform open area is not less than 40 percent of total gross area shall not exceed a height of 75 feet (22 860 mm) on buildings of Type 1 or Type 2 construction. On buildings of other construction types, the height shall not exceed 40 feet (12 192 mm). Such signs shall be thoroughly secured to the building upon which they are installed, erected or constructed by iron, metal anchors, bolts, supports, chains, stranded cables, steel rods or braces and they shall be maintained in good condition.

H110.5 Height of closed signs. A closed roof sign shall not be erected to a height greater than 50 feet (15 240 mm) above the roof of buildings of Type 1 or Type 2 construction or more than 35 feet (10 668 mm) above the roof of buildings of Type 3, 4 or 5 construction.

SECTION H111 WALL SIGNS

H111.1 Materials. Wall signs that have an area exceeding 40 square feet (3.72 m²) shall be constructed of metal or other approved noncombustible material, except for nailing rails, and as provided for in Sections H106.1.1 and H107.1.

H111.2 Exterior wall mounting details. Wall signs attached to *exterior walls* of solid masonry, concrete or stone shall be safely and securely attached by means of metal anchors, bolts or expansion screws of not less than $\frac{1}{4}$ inch (9.5 mm) diameter and shall be embedded at least 5 inches (127 mm). Wood blocks shall not be used for anchorage, except in the case of wall signs attached to buildings with walls of wood. A wall sign shall not be supported by anchorages secured to an unbraced parapet wall.

H111.3 Extension. Wall signs shall not extend above the top of the wall or beyond the ends of the wall to which the signs are attached unless such signs conform to the requirements for roof signs, projecting signs or ground signs.

SECTION H112 PROJECTING SIGNS

H112.1 General. Projecting signs shall be constructed entirely of metal or other noncombustible material and securely attached to a building or structure by metal supports such as bolts, anchors, supports, chains, guys or steel rods. Staples or nails shall not be used to secure any projecting sign to any building or structure. The *dead load* of projecting signs not parallel to the building or structure and the load due to wind pressure shall be supported with chains, guys or steel rods having net cross-sectional dimension of not less than $\frac{1}{8}$ inch (9.5 mm) diameter. Such supports shall be erected or maintained at an angle of at least 45 percent (0.78 rad) with the horizontal to resist the *dead load* and at angle of 45 percent (0.78 rad) or more with the face of the sign to resist the specified wind pressure. If such projecting sign exceeds 30 square feet (2.8 m²) in one facial area, there shall be provided at least two such supports on each side not more than 8 feet (2438 mm) apart to resist the wind pressure.

H112.2 Attachment of supports. Supports shall be secured to a bolt or expansion screw that will develop the strength of the supporting chains, guys or steel rods, with a minimum $\frac{3}{8}$ -inch (15.9 mm) bolt or lag screw, by an expansion shield. Turnbuckles shall be placed in chains, guys or steel rods supporting projecting signs.

H112.3 Wall mounting details. Chains, cables, guys or steel rods used to support the live or dead load of projecting signs are permitted to be fastened to solid masonry walls with expansion bolts or by machine screws in iron supports, but such supports shall not be attached to an unbraced parapet wall. Where the supports must be fastened to walls made of wood, the supporting anchor bolts must go through the wall and be plated or fastened on the inside in a secure manner.

H112.4 Height limitation. A projecting sign shall not be erected on the wall of any building so as to project above the roof or cornice wall or above the roof level where there is no cornice wall, except that a sign erected at a right angle to the

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building, the horizontal width of which sign is perpendicular to such a wall and does not exceed 18 inches (457 mm), is permitted to be erected to a height not exceeding 2 feet (610 mm) above the roof or cornice wall or above the roof level where there is no cornice wall. A sign attached to a corner of a building and parallel to the vertical line of such corner shall be deemed to be erected at a right angle to the building wall.

H112.5 Additional loads. Projecting sign structures that will be used to support an individual on a ladder or other servicing device, whether or not specifically designed for the servicing device, shall be capable of supporting the anticipated additional load, but not less than a 100-pound (445 N) concentrated horizontal load and a 300-pound (1334 N) concentrated vertical load applied at the point of assumed or most eccentric loading. The building component to which the projecting sign is attached shall also be designed to support the additional loads.

**SECTION H113
MARQUEE SIGNS**

H113.1 Materials. Marquee signs shall be constructed entirely of metal or other approved noncombustible material except as provided for in Sections H106.1.1 and H107.1.

H113.2 Attachment. Marquee signs shall be attached to approved marquees that are constructed in accordance with Section 3106.

H113.3 Dimensions. Marquee signs, whether on the front or side, shall not project beyond the perimeter of the marquee.

H113.4 Height limitation. Marquee signs shall not extend more than 6 feet (1829 mm) above, nor 1 foot (305 mm) below such marquee, but under no circumstances shall the sign or signs have a vertical dimension greater than 8 feet (2438 mm).

**SECTION H114
PORTABLE SIGNS**

H114.1 General. Portable signs shall conform to requirements for ground, roof, projecting, flat and temporary signs where such signs are used in a similar capacity. The requirements of this section shall not be construed to require portable signs to have connections to surfaces, tie-downs or foundations where provisions are made by temporary means or configuration of the structure to provide stability for the expected duration of the installation.

**TABLE 4-A
SIZE, THICKNESS AND TYPE OF GLASS PANELS IN SIGNS**

MAXIMUM SIZE OF EXPOSED PANEL		MINIMUM THICKNESS OF GLASS (inches)	TYPE OF GLASS
Any dimension (Inches)	Area (square inches)		
30	500	1/8	Plain, plate or wired
45	700	1/8	Plain, plate or wired
144	3,600	1/4	Plain, plate or wired
> 144	> 3,600	1/2	Wired glass

For SI: 1 inch = 25.4 mm, 1 square inch = 645.16 mm²

**TABLE 4-B
THICKNESS OF PROJECTION SIGN**

PROJECTION (feet)	MAXIMUM THICKNESS (feet)
5	2
4	2.5
3	3
2	3.5
1	4

For SI: 1 foot = 304.8 mm.

**SECTION H115
REFERENCED STANDARDS**

ASTM D635—10	Test Method for Rate of Burning and/or Extent and Time of Burning of Plastics in a Horizontal Position	H107.1.1
NEPA 70—11	National Electrical Code	H106.1, H106.2
NFPA 701—10	Methods of Fire Test for Flame Propagation of Textiles and Films	H106.1.1