

§ 153.162 FEES AND MAINTENANCE.

(A) *Fees.* Permit and any other fees as determined by Council are posted in a fee schedule available through the Planning Division. The application fee is payable at the time of application and the permit fee is payable upon receipt of the sign permit.

(B) *Reinspection and Maintenance.* All signs for which a permit shall be issued in accordance with this subchapter shall be subject to the following provisions:

(1) The Zoning Administrator or designee shall reinspect each sign once every 24 months following erection of such sign to determine its continued compliance with the approved permit and plans as they were issued and to insure proper operating conditions and maintenance in accordance with this subchapter. The sign owner shall be solely responsible for maintaining the appearance, safety and structural integrity of the sign at all times.

(2) Whenever the inspecting official finds a sign in need of repair, support, replacement, cleaning, repainting, or any maintenance service necessary to maintain reasonable and proper appearance and public safety, he or she shall issue an order to the owner allowing 30 days to effect needed repairs or maintenance. If the inspecting official determines that the existing condition of the sign creates an immediate hazard to the health or safety of the general public, he or she shall issue an order to the owner requiring the sign to be removed immediately.

(3) Failure of an owner to comply with the provisions listed above shall be cause for the inspecting official to order the permit issued for the sign void and issue an order for the sign to be removed. The cost of removal will be assessed to the property owner. If the property owner refuses to pay for removal of the sign, the cost of such removal shall be assessed to the property owner's tax records.

(C) *Registration of sign contractors.* It shall be unlawful for any person to construct, install, relocate, alter, or maintain, any building mounted or ground sign within the City if the person is not currently registered with the City as a registered sign contractor or has not provided the bond required by division (E) of this section.

(1) A person desiring to be a registered sign contractor authorized to construct, install, relocate, alter, maintain, or remove building mounted or ground signs within the City shall register with the Division of Planning on a form prescribed by the Division for such registration and pay the fee for such registration as prescribed in the City's fee schedule.

(2) The registration form shall include the following information:

- a. Name of the registrant;
 - i. Name includes fictitious names or trade names (i.e., the "DBA" name) as well as the legal name of the entity or natural person.
- b. Current address of the registrant;
- c. Current phone number of the registrant;
- d. A space or box to indicate whether the application is for a new registration, or a renewal of an existing registration;
- e. Designation of a person who will be the primary contact between the registrant and the City, including the address, phone number, and e-mail address for such person;

- f. A statement, signed by a person with authority to bind the prospective registrant, acknowledging that the erection of signs within the City is subject to the Dublin Codified Ordinances and agreeing that the prospective registrant shall not construct, install, relocate, alter, maintain, or remove any ground or building mounted sign unless in compliance with the City of Dublin Codified Ordinances.
 - g. Proof of general commercial liability insurance with limits of liability no less than \$300,000.00 for damages to a single person, and \$500,000.00 for one occurrence
 - h. Any other information as determined by the Planning Director.
- (3) It shall be the duty of the registrant to provide updated information to the City if any person listed in the registration form disassociates from the registrant or any address, telephone number, or e-mail address changes for the registrant or its designated contact person.
- (4) If the registrant is a corporation, limited liability company, partnership, limited liability partnership, or other entity that is not a natural person, the registrant shall include the information listed above for all shareholders, partners, members, or other persons holding greater than a 10% equity interest in the entity.
- (5) Failure to provide all required information shall result in denial of registration.
- (6) The Planning Director may revoke the registration, or deny a registration renewal, to a person who has forfeited any portion of the bond required by division (E) of this section within the prior three calendar years, or who installs, constructs, relocates, or alters a sign without first obtaining a permit.
- (7) No person who has outstanding fees, taxes, or judgments against said person and in favor of the City of Dublin shall be registered until every such fee, tax, or judgment is satisfied. No person who is subject of an outstanding zoning violation shall be registered until such violation is resolved.
- (8) Registration shall not be effective until the registrant has been provided a certificate issued by the City stating that the registrant has been registered.
- (9) Registration renewals shall be due between November 1 and December 1 of each year. Registrations will expire at 12:00AM on December 31. All first-time registrants who are registered after January 1 shall have to re-register within the registration renewal period of the same year. Example: a first-time registrant who registers March 1, 2019, will have to re-register during the registration renewal period in 2019.

(D) *Permit Applicant's Acknowledgment.* In conjunction with the submittal of an application for a sign permit, the owner of the property, tenant in possession of the property, or registered sign contractor shall comply with the following at the time of application submittal:

- (1) The owner of the property, tenant in possession of the property, or registered sign contractor shall have acknowledged in writing that the installation of the sign(s) is required to comply with the terms of the approved permit.

(2) The owner of the property, tenant in possession of the property, or registered sign contractor shall have acknowledged in writing that all fabrication and installation work and materials used in connection with the sign(s) shall conform to the requirements of the municipality and be installed under the Chief Building Official's and Planning Director's general supervision; that the owner of the property, tenant in possession of the property, or registered sign contractor is required to notify the Chief Building Official and Planning Director in writing three days or more before any installation has begun on such sign(s) to permit inspection; that in the event of any violation of, or noncompliance with, any of the provisions and stipulations of the approved permit(s), the municipality shall have the right to stop the work forthwith and complete or cause the completion of such improvements according to the approved permit and that in such event the owner of the property, tenant in possession of the property, or registered sign contractor shall reimburse the municipality for any and all expenses incurred thereby. The City may draw upon the bond provided pursuant to division (E) of this Section to collect such reimbursement. Drawing upon the bond shall not prevent the City from pursuing any other remedy available to collect reimbursement for its expenses.

(E) *Sign Contractor Bond Required.* A registered sign contractor shall maintain a bond as described in division (F) of this section, to be applied against any building mounted or ground sign the sign contractor constructs, installs, alters, relocates, or maintains. The registered sign contractor shall not commence work on any building mounted or ground sign until providing the required bond. Expiration of the bond or other failure to maintain it in good standing shall be cause for immediate revocation of the sign contractor's registration. At the time of registration or re-registration with the City, the sign contractor shall provide proof that the bond remains in good standing and is in the amount that the Planning Director has established pursuant to division (F) of this section.

(F) *Form of Sign Contractor Bond.* The bond required by division (E) shall be in a form approved by the Planning Director and conditioned to save the City harmless from all loss and damage to persons or property which may be occasioned in any way, by accident or the want of care or skill on the part of the registered sign contractor or any agent thereof, in the prosecution of the work. The bond shall also provide for payment to the city for damages to the city or city property in the course of performance of work, including reimbursement to the City of any expenses the City incurs in remedying or removing a non-compliant sign constructed, installed, altered, relocated, or maintained by the registered sign contractor. The bond shall be in an amount to be determined and published by the Planning Director, in an amount or amounts reasonably calculated to provide security to the City.