

# SIGN PERMIT APPLICATION 05//2012

(New Sign \$51.50 ~ Face Change \$25.00 ~ Temporary Sign \$30.00)

(Signature) \_\_\_\_\_  
 (Print) \_\_\_\_\_  
**APPLICANT NAME ↑** \_\_\_\_\_ **↑ Date** \_\_\_\_\_

(Contact Name) \_\_\_\_\_  
 (Business Name) \_\_\_\_\_  
**PROPERTY OWNER ↑** \_\_\_\_\_ **↑ Phone/Fax** \_\_\_\_\_  
 \_\_\_\_\_  
**Address ↑** \_\_\_\_\_ **↑ City, State, Zip** \_\_\_\_\_  
 \_\_\_\_\_  
**Email ↑** \_\_\_\_\_

(Contact Name) \_\_\_\_\_  
 (Business Name) \_\_\_\_\_  
**CONTRACTOR ↑** *(See notice below)* \_\_\_\_\_ **↑ Phone/Fax** \_\_\_\_\_  
 \_\_\_\_\_  
**Address ↑** \_\_\_\_\_ **↑ City, State, Zip** \_\_\_\_\_  
 \_\_\_\_\_  
**Email ↑** \_\_\_\_\_  
 \_\_\_\_\_  
**Federal ID # ↑** \_\_\_\_\_ **↑ City Registration** \_\_\_\_\_

- Yes No **Temporary Sign**  
 Yes No **Real Estate Sign**  
 Yes No **Commercial Advertising**  
 Yes No **Protruding/Projecting from Wall**  
 \_\_\_\_\_ **Sign Construction** *(Wall, Free Standing or Roof)*  
 \_\_\_\_\_ **Area wall sign is on** *(sq ft)*  
 \_\_\_\_\_ **Total Sides** \_\_\_\_\_ **Total Square Footage**  
 \_\_\_\_\_ **Total existing commercial advertising signs on premises** *(sq ft)*  
 \_\_\_\_\_ **Zoning District M** *(calculate bldg floor area or advertised activity, sq ft)*  
 \_\_\_\_\_ **Zoning District B** *(calculate bldg or premises frontal width, sq ft)*

\_\_\_\_\_  
**PROPERTY ADDRESS/LOCATION ↑** \_\_\_\_\_

(Contact Name) \_\_\_\_\_  
 (Business Name) \_\_\_\_\_  
**TENANT ↑** \_\_\_\_\_ **↑ Phone/Fax** \_\_\_\_\_  
 \_\_\_\_\_  
**Address ↑** \_\_\_\_\_ **↑ City, State, Zip** \_\_\_\_\_  
 \_\_\_\_\_  
**Email ↑** \_\_\_\_\_

(Contact Name) \_\_\_\_\_  
 (Business Name) \_\_\_\_\_  
**DESIGNER ↑** \_\_\_\_\_ **↑ Phone/Fax** \_\_\_\_\_  
 \_\_\_\_\_  
**Address ↑** \_\_\_\_\_ **↑ City, State, Zip** \_\_\_\_\_  
 \_\_\_\_\_  
**Email ↑** \_\_\_\_\_

**Building Use & Occupancy Classification**  
*(per 2007 Ohio Building Code) Please Circle One*

Assembly	A-1	A-2	A-3	A-4	A-5
Business	B				
Educational	E				
Factory Industrial	F-1	F-2			
High Hazard	H-1	H-2	H-3	H-4	H-5
Industrial	I-1	I-2	I-3		
Mercantile	M				
Residential	R-1	R-2	R-3	R-4	
Storage	S-1	S-2			
Utility/Misc.	U				

**Const. Type**

I A I B II A II B III A  
 III B IV V A V B

**Temp Sign Dates**

\_\_\_\_\_ to \_\_\_\_\_  
 \_\_\_\_\_ to \_\_\_\_\_  
 \_\_\_\_\_ to \_\_\_\_\_  
 \_\_\_\_\_ to \_\_\_\_\_

**1189.15 TEMPORARY SIGNS** In addition to any other provisions of this chapter, the following provisions apply: (a) Temporary Signs may be erected with permits for up to a maximum period of thirty (30) days during any calendar year. A temporary sign shall not exceed thirty-two (32) square feet per face in size and shall not create a hazard to either auto or pedestrian travel. (b) A permit is required. Permits for temporary signs shall be issued in increments of 5 days, 7 days, 10 days, 15 days, or 30 days. (c) If necessary, temporary signs may be illuminated with permission of the Building & Zoning Administrator. Such illumination shall be provided only by backlighting. (d) The location and placement of temporary signs are subject to the approval of the Building & Zoning Administrator. (e) The leading edge of a temporary sign shall be no closer than 10 feet from the right-of-way.

**NOTICE:** The above information for Owner, Tenant, Contractor, Sub-Contractor(s), Designer, Estimated Construction Cost and Description of Project must be completed. Three sets of detailed drawings must be submitted with this application along with a site plan. Contractors and Sub-Contractor(s) are required to complete an ANNUAL registration before any permits will be issued. The registration requires a copy of Liability Insurance, Workers Compensation & State License if available along with a \$40.00 processing fee. Permit/Registration fees are due at the time of submittal. Please call our office with your Estimated Construction Cost to obtain the correct amount due. Thank you!

**OFFICE USE ONLY-DO NOT COMPLETE**

City Lot # _____	Zoning District # _____	Variance Required _____	Yes No _____	Approved _____	Anthony B. Wenzler, Building & Zoning Administrator
\$ _____ Base Cost	\$ _____ Plan Review	\$ _____ Subtotal	\$ _____ 3% State Surcharge	\$ _____ TOTAL PERMIT FEES	
Application Date _____	Application # _____	Permit Closed in BDS _____	Date Paid _____	Receipt # _____	
Permit Date _____	Permit # _____	Permit Closed in BDS _____	Paperwork Scanned _____	Destruction Date _____	