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PERMIT NO. \_\_\_\_\_

**APPLICATION FOR SIGN PERMIT**

PROJECT ADDRESS \_\_\_\_\_

BUSINESS NAME OF PROJECT \_\_\_\_\_

OWNER (not tenant) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

CONTRACTOR \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**DESCRIPTION OF SIGN** -  Permanent  Temporary **EST. COST OF WORK** \_\_\_\_\_

- Application is hereby made for permission to -  Erect  Alter  Repair  Move  
 Wall Sign  Projecting Sign  Ground Sign  Roof Sign  
in accordance with this application and accompanying plans and the regulations of the Building & Zoning Codes.
- Will this sign be -  Illuminated  Indirect Illuminated  Not Illuminated
- Are there any existing signs on the building or premises?  Yes  No (If yes, show on drawing.)
- Does the message and copy on sign pertain to a business conducted on the premises?  Yes  No
- Square feet of area \_\_\_\_\_ How many signs? \_\_\_\_\_
- If temporary sign, date sign will be displayed FROM \_\_\_\_\_ TO \_\_\_\_\_  
(Temporary signs can only be up for 15 Days, 4 times a year or a maximum of 60 Days)  
1) 32 SQUARE FEET MAXIMUM AREA OF SIGN 4) LIMIT OF ONE SIGN  
2) NOT PERMITTED IN THE RIGHT-OF-WAY 5) LOCATED ON PREMISES TO WHICH IT REFERS  
3) NO FLASHING LIGHTS ALLOWED (PORTABLE CHANGEABLE COPY, ETC.)

AS A DULY AUTHORIZED AGENT OF THE OWNER, I HEREBY CERTIFY THAT THE INFORMATION AND STATEMENTS GIVEN ON THIS APPLICATION AND ACCOMPANYING PROJECT INFORMATION IS, TO THE BEST OF MY KNOWLEDGE, TRUE AND CORRECT. FURTHERMORE, I HEREBY CERTIFY THAT THE INTENT IS TO MAKE ALL IMPROVEMENTS IN ACCORDANCE WITH APPLICABLE CODES AND REGULATIONS EVEN IF THE REQUIREMENTS OF SAID CODES AND REGULATIONS ARE NOT INDICATED ON THE APPROVED PLANS.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME \_\_\_\_\_ TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE (Office Use)

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I have examined the foregoing application, plans and specifications and with the corrections noted on the plans approve them for permit.

ZONING PLAN EXAMINER \_\_\_\_\_ DATE \_\_\_\_\_

BUILDING PLAN EXAMINER \_\_\_\_\_ DATE \_\_\_\_\_

USE GROUP \_\_\_\_\_ CONSTRUCTION TYPE \_\_\_\_\_ ZONE \_\_\_\_\_

**OVER**

## 1187.7 TEMPORARY SIGNS

- A) Shall be located on the premises to which they refer, except as permitted in part D of this section.
- B) Shall not be illuminated.
- C) Temporary signs shall be permitted as specified in the Temporary Sign Standards tables on the following page, except as permitted in Part D of this section.

**Temporary Sign Standards (Section 1187.7)**

Type of Temporary Sign	District(s) Permitted	Type of Sign Permitted	Maximum Size	Maximum Height	Maximum Number	Permit Required	Required Setback	Permitted Duration
Real Estate - sale or lease of individual home or residential lot	Residential	Ground	6 sq. ft.	4 ft.	1 [b]	No	[d] [h]	Remove within 30 days of sale or lease
Real Estate - sale or lease of individual business or vacant lot	Retail Office Industrial	Ground Wall	32 sq. ft.	10 ft.	1 [b]	Yes	[d] [h]	Remove within 30 days of sale or lease
Real Estate sale or lease of unplatted vacant land	All	Ground	32 sq. ft.	10 ft.	1 [b]	Yes	[d] [h]	Remove within 30 days of sale or lease
Construction/ Real Estate Development Sign	All	Ground Wall	32 sq. ft.	10 ft.	1 [c]	Yes	[d] [h]	Remove within 30 days after 90% of all units or lots are sold or leased.
Garage Sale Sign	Residential	Ground Wall	6 sq. ft.	4 ft.	1	No	[d] [h]	7 consecutive days
Promotional and Information Sign	All [i]	[e]	32 sq. ft.	[e]	1	Yes	[a] [h]	4 permits per year not to exceed 15 days each month.
Window Sign	Business	Paper Paint Plastic Fabric	[f]	[f]	[f]	No	-	[g]

### Footnotes

- [a] The temporary sign shall comply with the setback requirements for the district in which it is located.
- [b] On a corner parcel two (2) signs, one (1) facing each street shall be permitted.
- [c] One sign shall be permitted for each frontage on a secondary or major thoroughfare.
- [d] The temporary sign may be located in the required setback area, but shall not be located within the road right-of-way. See also O.R.C.5589.33
- [e] Promotional signs may include ground or wall signs, subject to obtaining a permit from the Zoning Administrator. Streamers, pennants, or similar displays may be permitted subject to Zoning Board of Appeals approval.
- [f] The total area of all temporary window signs shall not exceed ten (10) square feet. The total area of all window signs, temporary and permanent, shall not exceed fifty percent (50%) of the total window area.
- [g] Temporary window signs that are faded, yellowed, ripped or otherwise damaged shall be removed immediately.
- [h] All temporary signs shall comply with Section 1171.9 Unobstructed Sight Distance.
- [i] Promotional signage in residential districts permitted on nonresidential uses only (Ord. 04-15, passed March 8, 2004).