

PERMANENT SIGN PERMIT APPLICATION

Business Name:	CityWorks Case #
Address:	Date:
Owner:	Phone:
Contractor:	Phone:

Use the reverse side of this form to describe each sign to be installed.

PERMANENT SIGNS	FEE	TOTAL
Application	\$ 20.00	\$ 20.00
Square Feet (from reverse side) _____ X	\$ 0.60	
SUBTOTAL		
OBBS Fee (3%)		
Zoning (does not include electrical permit)	\$ 5.00	\$ 5.00
TOAL FEES DUE		

*****Contractor must call for a final inspection when the sign or signs are completed and ready for operation*****

NOTE: **Separate permits are required for electrical work.** An additional \$45.00 reinspection fee may be imposed for work that was not properly installed, was not ready for inspection, had changed from approved plans, or was not accessible at the time of the inspection.

Signed _____ **Title** _____

Email Address: _____

APPROVALS	NAME	DATE
Planning and Zoning Administrator		
Electrical Inspector (Illuminated Signs Only)		
Building Official		

-OVER-

All permit applications must be submitted thru the CityWorks portal
 Once your application is processed and the fees are configured by the building department, you will be emailed the amount and ways to pay.

DESCRIPTION OF SIGN

#	Sides		Type								Illuminated	Size (Double face signs includes area for each side)	Square Feet
	Face Change Only	Single Face	Double Face	Wall	Paint only	Pole Sign	Projecting	Monument Sign	Canopy Sign	Projecting			
												X	
												X	
												X	
												X	
												X	
												X	
_____	TOTAL NUMBER											_____	TOTAL SQUARE FOOTAGE

ILLUMINATION:

Electrical permit required if new electric is installed. All illuminated signs must be UL listed and must conform to the National Electrical Code. Submit listing information with application. An electrical permit must be issued prior to the issuance of the sign permit for a NEW illuminated sign – a one-line electrical drawing must be submitted and approved for a new installation.

CONSTRUCTION DRAWINGS:

Construction drawings for permanent signs must be submitted with this application. Sealed drawings and a plot plan are required for ground-supported signs. An Ohio licensed engineer or architect must certify wind loading of 90 MPH for all ground-supported and pole signs.

REQUIRED INSPECTIONS:

- Footer: Before concrete is placed
- Rough Framing: Before bolts & attachments are covered
- Electrical Underground: Before underground electrical is covered
- Rough Electrical: Before electrical connections are covered
- Final Electrical/Final Sign: When sign is completed and ready for operation

ILLEGAL OR UNAUTHORIZED WORK:

A fee of \$200.00 to \$1,000.00 may be charged for the investigation of illegal or unauthorized work (defined as work performed prior to the issuance of the proper permits or without the proper city licenses).