



City of Willoughby

Robert A. Fiala

Mayor and Safety Director

SIGN PERMIT PROCEDURES

For information regarding application, review or permits, contact:

Mrs. Vicki Grinstead, Secretary

Sign/Design Review Board

One Public Square

Willoughby, Ohio 44094

(440) 953-4334 / Fax. (440) 953-4167

Upon submission of application (and ALL requirements listed below) there is due and payable an application fee of \$25.75. A zoning review will be performed to determine compliance with Willoughby Codified Ordinance 1163 Signs. ***One application is required for each sign, including window signage*** for zoning review purposes; no additional fee is required for additional application pages. **Please provide 6 copies of the renderings.**

The application will then be forwarded to the Secretary who will confirm, via correspondence, the next available meeting at which your proposal will be heard by either the Sign or Design Review Board (if located within the Historical District). For current Board meeting and deadline schedules, contact Mrs. Grinstead.

Meetings are held at Willoughby City Hall, One Public Square, Willoughby on the first Wednesday of every month for Design Review Bd. (if sign is in historical district) and 2nd & 4th Mondays for Sign Review Board (*holidays may affect this schedule*). A representative is required to appear before the Board to represent the proposal.

Upon approval by the Board, notice will be forwarded to the Building Department with authorization to issue a Sign Permit to a registered sign or general contractor only. Permit fees are listed below.

<u>APPLICATION REQUIREMENTS:</u>	
■ PHOTOS SHOWING BUILDING ELEVATIONS	■ COLOR RENDERING OF SIGN
■ MATERIAL SAMPLE (IF AVAILABLE)	■ SIGN LAYOUT TO SCALE INCLUDING.
■ PLOT PLAN INCLUDING:	Style, Size and Color of Letters
Locations of Building Indicating	Frame/Support Details,
Existing and Proposed Signage	Dimensions of Overall Sign
■ METHOD OF ANCHORING DETAIL	Height, Width, Grade to
Footer/Foundation Details	Underside, Projection From Wall
■ LIST AND DESCRIPTION OF SIGN MATERIAL	
<u>PERMIT FEES:</u>	
■ FREESTANDING SIGNS (pole, pylon, ground)	FEE: \$50.00 + \$0.50/sq.ft. + 3% tax
■ WALL, PROJECTING, CANOPY, MARQUEE ROOF, WINDOW SIGNS	FEE: \$30.00 + \$0.50/sq.ft. + 3% tax
■ REAL ESTATE , DEVELOPMENT SIGNS	FEE: \$40.00 + \$.050/sq.sf. + 3% tax
■ TEMPORARY SIGNS: THIRTY DAYS	FEE: \$35.00

If illuminated, an electrical permit is required. If the electrical sign service is existing, the Sign Contractor may obtain the permit. If the electrical service needs to be run, then an Electrical Contractor shall obtain the electrical permit.

"The Courtesy City"

One Public Square • Willoughby, Ohio 44094 • (440) 951-2800 • Fax (440) 953-4167 • www.willoughbyohio.com