



Sign/Design Review Board
One Public Square Willoughby, Ohio 44094
(440) 953-4334 Fax. (440) 953-4167

Sign Permit Procedures

Upon submission of application (and ALL requirements listed below) there is due and payable an application fee of \$25.75, payable to the City of Willoughby. 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 color 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 specified evenings. 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 listed below.

Application Requirements

Photos Showing Building Elevations

Material Sample (If Available)

Plot Plan Including:

- Locations Of Building Indicating
- Existing And Proposed Signage

Method Of Anchoring Detail

- Footer/Foundation Details

List And Description Of Sign Material

Color Rendering of Sign

Sign Layout To Scale Including:

- Style, Size And Color Of Letters
- Frame/Support Details
- Dimensions of Overall Sign
- Height, Width, Grade to
- Underside, Projection From Wall

Permit

Freestanding Signs (Pole, Pylon, Ground)

Wall, Projecting, Canopy, Marquee Roof, Window Signs

Real Estate , Development Signs

Temporary Signs: Thirty Days

Fee

\$50.00 + \$0.50/Sq.ft. + 3% (Tax)

\$30.00 + \$0.50/Sq.ft. + 3% (Tax)

\$40.00 + \$.050/Sq.sf. + 3% (Tax)

\$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.