

Permit No _____

Date _____



WILLOUGHBY

Department Of Public Safety- Division Of Building Inspection
One Public Square Willoughby, Ohio 44094
P: (440) 953-4118 F: (440) 953-4167

Application For Sign Permit

Job Address _____ S/L _____

Owners Name _____

Applicants Name _____ Signature _____

Company Name _____ Phone _____

Address _____

Email Address _____ Notification Preference: Email _____ USPS _____

Estimated Cost _____ Sign Size _____ X _____ = _____ S.F. X 2 (Double Sided) _____

Fees

Application/Review Fee: \$ **25.00** +75¢ Tax

Permit Fee: \$ _____

Total Fee: \$ _____

Sign Type

___ Freestanding: (ground___/pole___/pylon___)

___ Wall: (flat___/projecting___)

___ Other: (marquee___/canopy___/_____)

___ Temporary: (Banner___)

Electrical

___ Illuminated ___ Non-illuminated (electrical permit is required to be obtained by a licensed electrical contractor.)

Sign Area Information

Attached To Building

Building Frontage Width LINEAR FEET X 1.5. _____ Ln. ft.

Signage Area Allowed _____ Sq. ft.

Bonus Area: (% = _____) _____ Sq. ft.

Sign Area Existing _____ Sq. ft.

Sign Area To Be Removed _____ Sq. ft.

Sign Area Permitted _____ Sq. ft.

Sign Area This Permit _____ Sq. ft.

Sign Area Balance _____ Sq. ft.

Window

Window Area 25% OF WINDOW AREA _____ Ln. ft.

Signage Area Allowed _____ Sq. ft.

Sign Area Existing _____ Sq. ft.

Sign Area To Be Removed _____ Sq. ft.

Sign Area Permitted _____ Sq. ft.

Sign Area This Permit _____ Sq. ft.

Sign Area Balance _____ Sq. ft.

Freestanding

Frontage Width _____ Ln. Ft.

Signage Area Allowed _____ Sq. ft.

Bonus Area: (% = _____) _____ Sq. ft.

Sign Area Existing _____ Sq. ft.

Sign Area To Be Removed _____ Sq. ft.

Sign Area Permitted _____ Sq. ft.

Sign Area This Permit _____ Sq. ft.

Sign Area Balance _____ Sq. ft.

Sign Location (freestanding)

Setback From _____ ft.

Front Lot Line _____ ft.

Right Side Lot Line _____ ft.

Left Side Lot Line _____ ft.

Overall Sign Height _____ ft.

Distance Grade to Underside (pole) _____ ft.