



**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.** Application deadline is at least (13) days prior to meeting date. Holidays may affect these dates.

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. If the applicant is NOT the building owner, applicant must have signed letter of authorization to make exterior changes from owner.

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.

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### 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

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### 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.

Permit No. \_\_\_\_\_  
Date \_\_\_\_\_



**SIGN PERMIT APPLICATION**

Job Address \_\_\_\_\_

Business Name \_\_\_\_\_

**Business Owner:** (Check if applicant )

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

**Sign Contractor:** (Check if applicant )

Company Name \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Est. Cost \_\_\_\_\_ Sign Size \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ x 2 if D/S \_\_\_\_\_

**Fees**

Application/Review Fee \$ 25.75

(for office use only)

Permit Fee \$ \_\_\_\_\_

**Total Fee** \$ \_\_\_\_\_

**Sign Type**

\_\_\_\_\_ Freestanding ( \_\_\_ ground/\_\_\_ pole)

\_\_\_\_\_ Wall (\_\_\_ flat/\_\_\_ projecting)

\_\_\_\_\_ Other (\_\_\_ marquee/\_\_\_ canopy)

\_\_\_\_\_ Temporary (\_\_\_ banner/\_\_\_ other)

**Electrical – must check one:** \_\_\_\_\_ **Illuminated** \_\_\_\_\_ **Non-illuminated**

**Note: An electrical permit is required to be obtained by a licensed electrical contractor.**

**Sign Area Details – must be completed:**

**Attached To Building**

Building frontage width \_\_\_\_\_ Ln.Ft.

Sign area allowed (Ln.Ft. x 1.5) \_\_\_\_\_ Sq.Ft.

(+) Bonus area (if applicable) \_\_\_\_\_ Sq.Ft.

(-) Sign area existing \_\_\_\_\_ Sq.Ft.

(+) Sign area to be removed \_\_\_\_\_ Sq.Ft.

(=) Sign area available \_\_\_\_\_ Sq.Ft.

(-) Sign area this permit \_\_\_\_\_ Sq.Ft.

(=) Sign area balance \_\_\_\_\_ Sq.Ft.

**Window**

Window area (individual pane) \_\_\_\_\_ Sq.Ft.

Sign area allowed (25% of window) \_\_\_\_\_ Sq.Ft.

(-) Sign area existing \_\_\_\_\_ Sq.Ft.

(+) Sign area to be removed \_\_\_\_\_ Sq.Ft.

(=) Sign area available \_\_\_\_\_ Sq.Ft.

(-) Sign area this permit \_\_\_\_\_ Sq.Ft.

(=) Sign area balance \_\_\_\_\_ Sq.Ft.

**Freestanding**

Sign area allowed \_\_\_\_\_ Sq.Ft.

(+) Bonus area (if applicable) \_\_\_\_\_ Sq.Ft.

(-) Sign area existing \_\_\_\_\_ Sq.Ft.

(+) Sign area to be removed \_\_\_\_\_ Sq.Ft.

(=) Sign area available \_\_\_\_\_ Sq.Ft.

(-) Sign area this permit \_\_\_\_\_ Sq.Ft.

(=) Sign area balance \_\_\_\_\_ Sq.Ft.

**Sign Location (freestanding)**

Setback distance from:

Front lot line/right-of-way \_\_\_\_\_ Ft.

Right side lot line \_\_\_\_\_ Ft.

Left side lot line \_\_\_\_\_ Ft.

Distance grade to underside \_\_\_\_\_ Ft.

**Projecting**

Distance graded to underside \_\_\_\_\_ Ft.

Projection from wall \_\_\_\_\_ Ft.