



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.

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___)

___ 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.