

CITY OF WILMINGTON

SIGN PERMIT APPLICATION INSTRUCTIONS



REQUIRED SUBMISSIONS FOR SIGN PERMITS

GROUND MOUNTED SIGNS (Monument, Pole, Arch, Gateway)

1. Site plan of property, drawn to scale, showing location of any existing sign(s) that will remain and the proposed sign, distance to property lines, and distance from street right-of-way.
2. Drawing of sign, drawn to scale, showing the dimensions of the sign.
3. Foundation drawings, stamped & sealed by an architect or engineer, detailing footer depth & width and structural loads as required by the Ohio Building Code.
4. Electrical drawings showing compliance with the National Electrical Code.
5. Two copies of all drawings if submitting hard copies. Submissions can also be sent electronically to building@wilmingtonoh.org.

WALL MOUNTED SIGNS (Wall, Projecting):

1. Sign drawing showing dimensions.
2. Drawings showing how sign will be attached to the building and structural loads as required by the Ohio Building Code.
3. Drawings showing the dimensions of the building elevation
4. Electrical drawings showing compliance with the National Electrical Code.
5. Two copies of all drawings if submitting hard copies. Submissions can also be sent electronically to building@wilmingtonoh.org.

TEMPORARY SIGNS (Blade/feather, Banner, Sidewalk):

1. Site plan of property, drawn to scale, showing location of proposed sign(s), distance to property lines, and distance from street right-of-way.
2. Drawing of sign, drawn to scale, showing the dimensions of the sign.
3. Two copies of all drawings if submitting hard copies. Submissions can also be sent electronically to building@wilmingtonoh.org.

WINDOW SIGNS:

1. Sign drawing showing dimensions
2. Drawing showing the building elevation that includes the size of the window or door that the sign is being placed in.
3. Note that temporary window signs do not require a permit. Window signs can be displayed for a period of 60 days before they are considered permanent signs and will require a permit.

OTHER CONSIDERATIONS:

- Sign permit applications will be reviewed for compliance with the Zoning Code of Wilmington, Ohio. This code is available on the City's website. If you have questions, please call the Building Department at (937) 382-5134 or email at building@wilmingtonoh.org.
- Failure to provide information requested will result in delayed processing of your application.
- Properties within the H1 Commercial Historic Overlay District are required to obtain a Certificate of Appropriateness for signage in addition to this permit. Applications for Certificates of Appropriateness can be obtained through the Building and Zoning Department or Service Director's Office.

CITY OF WILMINGTON SIGN PERMIT APPLICATION

1. APPLICANT INFORMATION															
<input type="checkbox"/> Owner			<input type="checkbox"/> Primary Contractor				<input type="checkbox"/> Architect			<input type="checkbox"/> Other					
Job Contact Name: _____															
2. PARCEL/PROPERTY INFORMATION															
Parcel ID						Property Address									
Zoning	LI	GI	SC	DC	DT	MF	MH	RR	SN	TN	Overlay Districts	AZD	H1	PUD	SR
Property Name (If Commercial) _____															
Lot No.		Subdivision/Legal Description													
Is this property in a Flood Plain?						<input type="checkbox"/> Yes			<input type="checkbox"/> No						
If yes, please provide flood plain information _____															
3. OWNER INFORMATION															
Owner Name _____															
Street Address _____															
City						State			Zip						
Phone			Cell			Email									
4. CONTRACTOR INFORMATION															
Primary Contractor Name _____															
Street Address _____															
City						State			Zip						
Phone			Cell			Email									
Contact Person _____															
Secondary Contractor Name _____															
Street Address _____															
City						State			Zip						
Phone			Cell			Email									
Contact Person _____															
5. SIGN PROJECT INFORMATION															
5-A. SIGN TYPE (Select One)										<input type="checkbox"/> FACE CHANGE-OUT ONLY					
Permanent										Temporary					
<input type="checkbox"/> Arch			<input type="checkbox"/> Ground			<input type="checkbox"/> Vehicular Use				<input type="checkbox"/> Banner		<input type="checkbox"/> Ground			
<input type="checkbox"/> Canopy (Awning)			<input type="checkbox"/> Pole			<input type="checkbox"/> Menu Board				<input type="checkbox"/> Blade/Feather		<input type="checkbox"/> Portable (A-Frame)			
<input type="checkbox"/> Flag			<input type="checkbox"/> Wall			<input type="checkbox"/> Mural				<input type="checkbox"/> Window		<input type="checkbox"/> Other			
<input type="checkbox"/> Gateway			<input type="checkbox"/> Window			<input type="checkbox"/> Other				If Other, Specify:					
If Other, Specify: _____															
5-B. PROPOSED SIGN DIMENSIONS															
Length			Width			Square Footage									
Height (for ground mounted signs) _____															
Elevation above grade (for projecting and awning signs) _____															

5-C. ELECTRIC SERVICE TO SIGN		
<input type="checkbox"/> Existing	<input type="checkbox"/> New	<input type="checkbox"/> None
5-E. PROPERTY INFORMATION – SIGN		
Are there existing signs on property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If “yes,” does this sign replace the existing signage?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If “yes,” indicate the number and type of signs being replaced below:		
Number of signs replaced:		Type of signs replaced:
FOR WALL SIGNS ONLY: Width of building/business frontage:		
5-F. BRIEF DESCRIPTION OF SIGN:		
SIGNATURE OF APPLICANT:	X	
PRINTED NAME OF APPLICANT		

PERMIT FEE SCHEDULE/WORKSHEET

PERMANENT SIGNS		
Structural Fees (Only applies to ground-mounted signs and those attached to a building)		
Small Sign – Under 30 square feet	\$75.00	\$
Large Sign – Over 30 square feet	\$150.00	\$
Electrical Fees		
Small Sign – Under 30 square feet	\$75.00	\$
Large Sign – Over 30 square feet	\$150.00	\$
TEMPORARY SIGNS		
All sizes (blade/feather, banner, and portable)	\$25.00	\$
WINDOW SIGNS		
Permanent or temporary	NO CHARGE	
FACE CHANGE-OUT		
Face Change-Out Only	NO CHARGE	
FEE SUBTOTAL		\$
Plus 3% for State of Ohio Board of Building Standards Fee		\$
TOTAL PERMIT FEES		\$

ALL FEES ARE DUE AT THE TIME OF APPLICATION

Payment accepted by check, credit card, money order, or exact cash only.

Credit cards are subject to a 3% processing fee.

**Checks may be made payable to: City of Wilmington
69 N. South Street, Wilmington, OH 45177**