



# **SIGN PERMIT APPLICATION**

## **REQUIREMENTS FOR SUBMITTAL**

### **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.

### **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.

### **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.

### **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.
- 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.

# SIGN PERMIT APPLICATION

Application Date: \_\_\_\_\_

Permit Number: \_\_\_\_\_  
(Office Use Only)

Date Received: \_\_\_\_\_  
(Office Use Only)

Date Approved: \_\_\_\_\_  
(Office Use Only)

## PROPERTY INFORMATION:

Property Name:

Property Address:

## APPLICANT INFORMATION: (check one)

Owner:  Contractor:  Other:  (specify) \_\_\_\_\_

Applicant Name:

Street Address:

City:

State:

Zip Code:

Phone #:

Cell Phone #:

Email:

## OWNER INFORMATION: (if not provided above)

Owner Name:

Street Address:

City:

State:

Zip Code:

Phone #:

Cell Phone #:

Email:

## CONTRACTOR INFORMATION: (if not provided above)

Contractor Name:

Street Address:

City:

State:

Zip Code:

Phone #:

Cell Phone #:

Email:

# SIGN PERMIT APPLICATION

## **SIGN INFORMATION:**

**Sign Type** (select one):

| <b>Permanent:</b>                        |  | <b>Temporary:</b>                           |
|--|--|---|
| <input type="checkbox"/> Arch            | <input type="checkbox"/> Vehicular Use | <input type="checkbox"/> Banner             |
| <input type="checkbox"/> Canopy (awning) | <input type="checkbox"/> Menu Board    | <input type="checkbox"/> Blade/feather      |
| <input type="checkbox"/> Flag            | <input type="checkbox"/> Mural         | <input type="checkbox"/> Ground             |
| <input type="checkbox"/> Gateway         | <input type="checkbox"/> Other _____   | <input type="checkbox"/> Portable (A-frame) |
| <input type="checkbox"/> Ground          |  | <input type="checkbox"/> Window             |
| <input type="checkbox"/> Pole            |  | <input type="checkbox"/> Other _____        |
| <input type="checkbox"/> Wall            |  |   |
| <input type="checkbox"/> Window          |  |   |

### **Proposed Sign Dimensions:**

Length: \_\_\_\_\_ Width: \_\_\_\_\_  
 Height (for ground mounted signs): \_\_\_\_\_  
 Elevation above grade (for projecting and awning signs): \_\_\_\_\_

### **Electric service to sign:**

Existing       New       None

**Brief Description of sign:** \_\_\_\_\_

\_\_\_\_\_

## **PROPERTY INFORMATION:**

Are there existing signs on the property?     No     Yes

If yes, does this sign replace the existing signage?  No     Yes (indicate number and type of signs being replaced): \_\_\_\_\_  
 (show on the drawings any existing signage that will remain)

For wall signs (only):

Width of building frontage: \_\_\_\_\_      Width of business frontage (if different than building frontage): \_\_\_\_\_

**Signature of Owner (or authorized agent):** \_\_\_\_\_ **Date:** \_\_\_\_\_

# SIGN PERMIT APPLICATION

## FEE SCHEDULE

### FOR PERMANENT SIGNS ONLY:

#### STRUCTURAL FEES

(applies to ground mounted signs and those attached to the building only)

- A. Small Sign – Under 30 Square Feet .....\$ 75.00 \$ \_\_\_\_\_  
B. Large Sign – Over 30 Square Feet .....\$ 150.00 \$ \_\_\_\_\_

#### ELECTRICAL FEES

- A. Small Sign – Under 30 Square Feet .....\$ 75.00 \$ \_\_\_\_\_  
B. Large Sign – Over 30 Square Feet .....\$ 150.00 \$ \_\_\_\_\_

### TEMPORARY SIGNS:

- All sizes (blade/feather, banner & portable) .....\$ 25.00 \$ \_\_\_\_\_

\*There is no fee for window signs (permanent or temporary)

|   |           |
|---|-----------|
| <b>FEE SUBTOTAL</b>   | \$ _____  |
| Add 3% OBBS (Ohio Board of Building Standards) fee to all structural and electrical charges (subtotal*.03). |           |
|   | \$+ _____ |
| <b>FEE TOTAL</b>  | \$ _____  |

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**ALL FEES ARE DUE AT THE TIME OF APPLICATION**  
**Payment accepted by check, money order, or exact cash only.**

**Checks may be made payable to:**

**City of Wilmington**  
**Building and Zoning Department**  
**69 N. South Street**  
**Wilmington, OH 45177**

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