

# 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](mailto: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](mailto: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](mailto: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](mailto: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.