



SIGN PERMIT APPLICATION

REQUIREMENTS FOR SUBMITTAL

GROUND SIGNS:

1. Site plan of property, drawn to scale, showing location of 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 SIGNS:

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 face of the building to which the sign will be attached.
4. Electrical drawings showing compliance with the National Electrical Code.
5. Two copies of all drawings.

TEMPORARY SIGNS:

1. Site plan of property, drawn to scale, showing location of 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. Two copies of all drawings.

OTHER CONSIDERATIONS:

Signs must be in compliance with Chapter 1167 – Sign Regulations of the Codified Ordinances of Wilmington, Ohio. To request a copy of this information, please call the Building Department at (937)382-5134 or request by email at bldgdept@ci.wilmington.oh.us

SIGN PERMIT

Application Date: _____

Permit Number: _____
(Office Use Only)

Approved By: _____
(Office Use Only)

Date Approved: _____
(Office Use Only)

Board of Zoning Appeals Review
(Office Use Only)

APPLICANT INFORMATION

Owner Primary Contractor Other _____

PARCEL/PROPERTY INFORMATION

PROPERTY NAME _____

PROPERTY ADDRESS _____

OWNER NAME _____

Street Address _____

City _____ State _____ Zip Code _____

Phone # _____ Cell Phone # _____ Fax # _____

CONTRACTOR INFORMATION

CONTRACTOR NAME _____ Contact _____

Street Address _____

City _____ State _____ Zip Code _____

Phone # _____ Cell Phone # _____ Fax # _____

SIGN INFORMATION

TYPE OF SIGN: Permanent Wall Permanent Ground Temporary

NEW ELECTRIC SERVICE TO SIGN?: Yes No

MATERIAL: _____
(Metal, plastic, wood, other)

DIMENSIONS OF SIGN: Length _____ Width _____ Elevation Above Ground _____

SQUARE FOOTAGE OF BUILDING FACE (to which a wall sign will be attached) _____

TEXT OF PROPOSED SIGN/BRIEF DESCRIPTION _____

REPLACING EXISTING SIGN? _____ IF YES, DESCRIPTION OF EXISTING SIGN _____

SIGN FEE SCHEDULE

FOR PERMANENT SIGNS ONLY:

STRUCTURAL FEES

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 \$ _____

FOR TEMPORARY SIGNS

All sizes (permit is good for a period of 1 year).....\$ 25.00 \$ _____

FEE SUBTOTAL	\$ _____
Add State Board of Building Standards Fee 3% (Subtotal x .03)	\$+ _____
FEE TOTAL	\$ _____

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
