

Permit No. _____

Date _____

City of Willoughby

DEPARTMENT OF PUBLIC SAFETY- DIVISION OF BUILDING INSPECTION
One Public Square
Willoughby, Ohio 44094
(440) 953-4118 (440) 953-4167 (fax)

APPLICATION FOR SIGN PERMIT

JOB ADDRESS _____ S/L _____

OWNERS/BUSINESS NAME _____

APPLICANTS NAME _____ SIGNATURE _____

COMPANY NAME _____ PHONE _____

ADDRESS _____

ESTIMATED COST _____ SIGN SIZE: _____ X _____ = _____ SQ.FT. / X2 IF DOUBLE SIDED _____

SIGN TYPE

- ____ **FREESTANDING:** (GROUND ___/POLE ___/PYLON ___)
- ____ **WALL:** (FLAT ___/PROJECTING ___)
- ____ **OTHER:** (MARQUEE ___/CANOPY ___/_____)
- ____ **TEMPORARY:** (BANNER ___)

ELECTRICAL INFORMATION

- ____ **ILLUMINATED** (AN ELECTRICAL PERMIT IS REQUIRED TO BE OBTAINED BY A LICENSED ELECTRICAL CONTRACTOR.)
- ____ **UNILLUMINATED**

SIGN AREA INFORMATION:

ATTACHED TO BUILDING

- BUILDING FRONTAGE WIDTH: _____ LNR FT.
- LINEAR FEET X 1.5.
- (=) 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 SIGNAGE

- WINDOW AREA _____ SQ.FT.
- 25% OF WINDOW AREA
- (=) 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 SIGNAGE

- SEE SCHEDULE: 1163.04(F) FOR AREA PERMITTED
- (=) 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 (FOR FREESTANDING SIGNS)

- SETBACK FROM:
- FRONT LOT LINE: _____ FT.
- RIGHT SIDE LOT LINE: _____ FT.
- LEFT SIDE LOT LINE: _____ FT.
- OVERALL SIGN HEIGHT: _____ FT.
- DISTANCE GRADE TO UNDERSIDE (POLE) _____ FT.

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

INSPECTION RECORD:

ROUGH	DATE	/	FINAL	DATE
(01/06)				