

## **SIGN PERMIT PROCEDURES**

For information regarding application, review or permits, contact:

Mrs. Betty Nardelli, Secretary  
Sign Review Board  
One Public Square  
Willoughby, Ohio 44094  
(440) 953-4334 / Fax. (440) 953-4167

Upon submission of Application (and **ALL** requirements listed below) there is due and payable an application fee of \$15.45. A zoning review will be performed to determine compliance with Willoughby Codified Ordinance 1163 Signs.

The application will then be forwarded to the Secretary who will confirm, via correspondence, the next available meeting at which your proposal will be heard by the Board. For current Board meeting and deadline schedule, contact Mrs. Nardelli.

Meetings are held at 6:00 p.m. at Willoughby City Hall, One Public Square, Willoughby on specified Mondays. A representative is required to appear before the Board to represent the proposal.

Upon approval by the Board, notice will be forwarded to the Building Department with authorization to issue a Sign Permit to a registered sign contractor only. Permit fees are listed below.

### **PERMIT FEES:**

FREE STANDING SIGNS (pole, ground and pylon):  
MINIMUM FEE: \$40.00 PLUS \$0.50/SQ.FT.

WALL, PROJECTING, CANOPY, INTEGRAL, MARQUEE  
ROOF WINDOW SIGNS:  
MINIMUM FEE: \$20.00 PLUS \$0.50/SQ.FT.

REAL ESTATE, DEVELOPMENT SIGNS:  
MINIMUM FEE: \$30.00 PLUS \$0.50/SQ.FT.

**PLUS 3% OF THE SUM OF THE PERMIT FEE**  
(AS REQUIRED BY THE STATE)

### **APPLICATION REQUIREMENTS:**

- PHOTOS SHOWING BUILDING ELEVATIONS
- LIST AND DESCRIPTION OF SIGN MATERIAL
- MATERIAL SAMPLE (IF AVAILABLE)
  - COLOR RENDERING OF SIGN
- PLOT PLAN INCLUDING:
  - LOCATIONS OF BUILDING INDICATING EXISTING AND PROPOSED SIGNAGE
  - LAYOUT TO SCALE INCLUDING:
    - STYLE, SIZE AND COLOR OF LETTERS
    - FRAME/SUPPORT DETAIL

On a separate check from the permit fee, a construction deposit of \$50.00 is required. The deposit will be refunded upon final inspection of the installation of the signage.

**If illuminated, an electrical permit is required. If the electrical sign service is existing, the Sign Contractor may obtain the permit. If the electrical service needs to be run, then an Electrical Contractor shall obtain the electrical permit.**