



**PLANNING AND DEVELOPMENT DEPARTMENT**

**SIGN PERMIT**

**APPLICATION FORM**

64 E. Walnut St.  
Westerville, OH 43081-2308  
t. (614) 901-6650  
f. (614) 901-6666

**DATE** \_\_\_\_\_ **PARCEL #** \_\_\_\_\_ **PERMIT #** \_\_\_\_\_  
*(Office use only.)*

**LOCATION**

ADDRESS OF SIGN \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
NAME OF BUSINESS BEING IDENTIFIED \_\_\_\_\_  
USE OF PROPERTY \_\_\_\_\_

**APPLICANT/PROJECT CONTACT**

COMPANY NAME \_\_\_\_\_ CONTACT \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

**PROPERTY OWNER**

*SAME AS APPLICANT*

NAME \_\_\_\_\_ CONTACT \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

**INSTALLER**

*SAME AS APPLICANT*

COMPANY NAME \_\_\_\_\_ CONTACT \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_



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**SIGN DETAILS (CHECK ONE BOX PER QUESTION)**

APPLICATION IS BEING MADE TO  ERECT  MOVE  ALTER  REPAIR  FACE CHANGING

TYPE OF SIGNAGE BEING ERECTED  WALL  GROUND  WINDOW  PROJECTING

SIGNAGE BEING ERECTED IS  PERMANENT  TEMPORARY (MAX. DISPLAY TIME= 90 DAYS/YR)

**SIGN SPECIFICATIONS**

SIGN FACE: HEIGHT \_\_\_\_\_ WIDTH \_\_\_\_\_ DEPTH \_\_\_\_\_ TOTAL AREA (SQ. FT.) \_\_\_\_\_

ENTIRE SIGN STRUCTURE HEIGHT FROM STREET GRADE \_\_\_\_\_ WEIGHT \_\_\_\_\_

SETBACK (FROM RIGHT-OF-WAY TO NEAREST EDGE OF SIGN) \_\_\_\_\_

COST OF CONSTRUCTION \_\_\_\_\_

**LOCATION SPECIFICATIONS**

BUSINESS/TENANT PROPERTY FRONTAGE (LINEAR FEET) \_\_\_\_\_

NUMBER OF EXISTING SIGNS ON PROPERTY WALL \_\_\_\_\_ GROUND \_\_\_\_\_ WINDOW \_\_\_\_\_

**ELECTRICAL SPECIFICATIONS**

NO ILLUMINATION  INTERIOR ILLUMINATION  DIRECT ILLUMINATION

I hereby certify that the information presented within this application form is true and correct to the best of my knowledge and belief. I hereby understand and certify that any misrepresentation or omissions of any information required in this application form may result in my application being delayed or not approved by the City.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME OF APPLICANT

\_\_\_\_\_  
PHONE NUMBER



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**APPLICATION CHECKLIST**

(OFFICE USE ONLY) PERMIT # \_\_\_\_\_

Please ensure that you have included the following listed items with your application:

- Completed application form
- Wall/Window Signs: a drawing or photo of the building face with dimensions of signage
- Site Plan: five (5) sets of a survey based plot plan/site plan showing the sign location, existing structures, and distances from the property/lot lines
- Scale drawing/print of proposed sign graphic
- Building Plans: five (5) sets of plans of sufficient clarity indicating how the proposed sign will be installed (see plan requirements)

*If applicable, please describe the information and items not included and the reason(s) why. Incomplete applications will not be accepted.*

**By signing below I agree that I have presented all of the items requested in this checklist and that failure to do so may result in an incomplete application, which will be rejected.**

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE



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## PLANNING AND DEVELOPMENT DEPARTMENT

### SIGN PERMIT

### SUPPORTING INFORMATION

*Applicable fees are collected once a permit has been issued and are not required at the time of application submission. Please see the Building Division fee schedule for the most up-to-date rates.*

## PLAN REQUIREMENTS

- The sign drawings/documents shall bear the seal of a registered design professional when technical design analysis is required.
- The sign drawings/documents shall clearly indicate footings, foundations, anchorage details, or other structural requirements to be in conformance with section 3107.5, structural requirements of Chapter 16, of the 2017 Ohio Building Code.
- If new electrical circuitry is required, the plans shall include sufficient information to indicate the location and extent of all proposed electrical work in accordance with the 2017 National Electrical Code.

## TIME LIMITATIONS

Sign permits are valid for a period of eighteen (18) months after issuance; however if work is not commenced within six (6) months after issuance of the permit; or if work is suspended or abandoned for a time period of six (6) months the permit becomes invalid.

*Various trade permits (e.g. electric) may be required and must be filed separately following plan approval.*

## INSPECTIONS

**FOOTING:** After the excavation and installation of any required reinforcing steel. Prior to placement of concrete. *Note: Winter pours will require protection from freezing.*

**FOUNDATION:** After the completion of all masonry work and prior to back-filling.

**ROUGH ELECTRIC:** After the installation of any new electrical work and prior to the concealment of work.

**FINAL ELECTRIC:** After the completion of all associated electrical work, and prior to the Final inspection.

**FINAL INSPECTION:** After the installation of the sign structural mounting and anchorage methods have been inspected, and the sign is complete.

*Note: The electrical and structural inspections should be scheduled for the same time. Access shall be provided by the contractor/owner.*

## NEED HELP?

- If you have questions pertaining to zoning issues such as where the sign can be located, setbacks from the property lines, and the size or number of signs permitted on a property, please call (614) 901-6650 and ask to speak with a Planner.
- If you have questions pertaining to building issues such as sign structural support or anchorage details, please call (614) 901-6650 and ask to speak with a building inspector.
- If you have questions pertaining to electrical wiring or equipment, please call (614) 901-6650 and ask to speak with an Electrical Safety Inspector.