



25325 Fairmount Blvd • Beachwood, Ohio 44122
Phone (216) 292-1914 • Fax (216) 292-1917

SIGN PERMIT APPLICATION

Application is hereby made as described in this statement and the accompanying plans and specifications, all of which are made a part of this application.

APPLICATION DATE: _____

LOCATION OF SIGN (ADDRESS): _____

TYPE OF SIGN CONSTRUCTION (Check One):

NEW SIGN ALTERED IN SIZE/ADVERTISING COPY TEMPORARY

PURPOSE OF APPLICATION: _____

EST. COST OF PROJECT: \$ _____

*****PROPOSED SIGNAGE*****

TYPE OF SIGN: FLAT OR WALL PROJECTING MARQUEE ROOF
 POLE GROUND TEMPORARY WINDOW

DIMENSIONS OF PROPOSED SIGN: HEIGHT: _____ WIDTH: _____ DEPTH: _____

TOTAL SQUARE FOOTAGE OF (ALL FACES): _____ NUMBER OF FACES: _____

IS THIS AN ILLUMINATED SIGN? NO YES (If yes, a separate electrical permit is required)

EACH APPLICATION SHALL BE ACCOMPANIED BY DRAWINGS TO SCALE, SHOWING:

- (1) THE DESIGN AND LAYOUT PROPOSED INCLUDING THE TOTAL AREA OF THE SIGN, THE SIZE, MATERIALS, CHARACTER AND COLOR OF LETTERS, LINES AND SURFACE SYMBOLS.
- (2) THE METHOD OF ILLUMINATION, IF ANY.
- (3) THE EXACT LOCATION OF THE SIGN IN RELATION TO THE BUILDING AND PROPERTY.
- (4) CONSTRUCTION DETAILS AND SPECIFICATIONS AS MAY BE REQUIRED BY THE BUILDING CODE.
- (5) ALL APPLICATIONS FOR SIGN PERMITS SHALL BE APPROVED BY THE ARCHITECTURAL BOARD OF REVIEW BEFORE A PERMIT MAY BE ISSUED.

