



CITY OF PARMA HEIGHTS  
 6281 PEARL ROAD  
 PARMA HEIGHTS, OH 44130  
 Tel: 440.884.9607  
 Fax: 440.843.5818

For Office Use Only

PERMIT NO. \_\_\_\_\_  
 PARCEL NO. \_\_\_\_\_  
 FEE \_\_\_\_\_  
 DATE \_\_\_\_\_

# PERMANENT SIGN PERMIT APPLICATION

HIGHLIGHTED AREA MUST BE COMPLETED FOR PROCESSING

BUSINESS NAME \_\_\_\_\_  
 LOCATION OF SIGN \_\_\_\_\_  
 PROPRIETOR'S NAME \_\_\_\_\_  
 PROPRIETOR'S ADDRESS \_\_\_\_\_  
 PROPRIETOR'S PHONE \_\_\_\_\_  
 PROPERTY OWNER'S NAME \_\_\_\_\_  
 PROPERTY OWNER'S ADDRESS \_\_\_\_\_  
 PROPERTY OWNER'S PHONE \_\_\_\_\_  
 SIGN CONTRACTOR'S NAME \_\_\_\_\_  
 SIGN CONTRACTOR'S ADDRESS \_\_\_\_\_  
 SIGN CONTRACTOR'S PHONE \_\_\_\_\_

Type of Sign \_\_\_\_\_ \* Estimated Cost \$ \_\_\_\_\_  
 -Length \_\_\_\_\_ \* Width \_\_\_\_\_ \* Total Area of Sign \_\_\_\_\_  
 -Setback (from centerline) \_\_\_\_\_ \* Frontage (business, building, or lot as applicable) \_\_\_\_\_  
 . Total allowable area of signage \_\_\_\_\_ \* Total area of existing signs \_\_\_\_\_  
 Permit Fee \$ \_\_\_\_\_ Electric \$ \_\_\_\_\_ Tax \$ \_\_\_\_\_ = Total \$ \_\_\_\_\_

50 per square foot per side - Minimum fee of \$25 / \$40 Electrical fee, if required  
 \$250.00 Building Bond Required

Any permit granted as a result of the statements made on this application will become void if it be found that these statements are untrue. The undersigned agrees the erection of the final advertising structure will conform with final approved plans or the building bond may be used to bring the sign into conformance. In addition, the undersigned hereby agrees to contact the Building Department for ALL REQUIRED INSPECTIONS before the building bond will be released.

APPLICANT'S SIGNATURE

X \_\_\_\_\_

DATE \_\_\_\_\_



City of Parma Heights  
 6281 Pearl Road  
 Parma Heights, Ohio 44130  
 884.9607 fax 843.5818

For Office Use Only

PERMIT NO. \_\_\_\_\_  
 PARCEL NO. \_\_\_\_\_  
 FEE \$ 40.00 + 1.20Tax= \$ 41.20  
 DATE \_\_\_\_\_

# ELECTRICAL PERMIT APPLICATION

FOR SIGNS ONLY

OWNER \_\_\_\_\_

LOCATION \_\_\_\_\_

PHONE \_\_\_\_\_

ELECTRICAL CONTRACTOR \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

TYPE OF INSTALLATION \_\_\_\_\_

Commercial \_\_\_\_\_ New Building \_\_\_\_\_ To: \_\_\_\_\_  
 Residential \_\_\_\_\_ Existing Building \_\_\_\_\_ Install \_\_\_ Replace \_\_\_ Repair \_\_\_

Application is hereby made for PERMIT to install ELECTRICAL EQUIPMENT as described in detail above at the location given. The acceptance of the permit herein applied for shall constitute as an agreement on the part of the undersigned to abide by all the conditions therein contained; and to comply with all ordinances of the City of Parma Heights and the laws of the State of Ohio relating to the work to be done thereunder and said agreement is a condition of said permit.

PERMIT WILL INCLUDE ONLY SUCH WORK AS IS DETAILED IN THIS APPLICATION.

**WE AGREE to notify the Building Department to INSPECT ALL ROUGHED IN WIRING BEFORE COVERING. INSPECT ALL EQUIPMENT BEFORE OCCUPANCY.**

Signature \_\_\_\_\_

Date \_\_\_\_\_



**SIGN REVIEW WORKSHEET**  
**RETURN WITH APPLICATION**

**GROUND SIGN**

TOTAL HEIGHT OF SIGN \_\_\_\_\_

TOTAL HEIGHT ALLOWED \_\_\_\_\_

SIGN BASE HEIGHT \_\_\_\_\_

TOTAL EXISTING WIDTH OF BUILDING \_\_\_\_\_

MEASUREMENT FROM STREET RIGHT-OF-WAY LINE \_\_\_\_\_

**SHOW THE FOLLOWING ON DRAWINGS\*:**

\*MEASUREMENT FROM INTERIOR DRIVEWAY \_\_\_\_\_

\*MEASUREMENT FROM PROPERTY LINE \_\_\_\_\_

**WALL SIGN**

MEASUREMENT FROM INSIDE WALLS (SIGN TO BE 3' OFF EACH WALL)

MEASUREMENT FROM WALL (DISTANCE AWAY FORM WALL)

**CANOPY**

HEIGHT FROM GRADE TO BOTTOM OF CANOPY \_\_\_\_\_

SHOW LETTERING INFORMATION IF ANY ON CANOPY \_\_\_\_\_

**WINDOW**

SIZE OF SIGN \_\_\_\_\_

SIZE OF WINDOW \_\_\_\_\_

No. OF WINDOWS \_\_\_\_\_

PLACEMENT \_\_\_\_\_

No. OF EXISTING SIGNS \_\_\_\_\_

