

INSTRUCTIONS FOR PERMANENT SIGNS

Prepare 3 sign submission packages. See requirements below.

Apply to the Building Department. When the plans have been approved by the Building Official, a permanent sign permit must be obtained before construction can begin on the sign.

Each sign package must include:

1. **Site Plan**, drawn to scale (see example in this packet), indicating the width of the building fascia which abuts the frontage street; setback distance of the building; property lines, walks, drives, parking areas, and all structures including other permanent signs on the property. The drawing must depict the position of the sign or other advertising structure in relation to any building, structures, streets, or drives within a distance of one hundred fifty (150) feet, measured in a straight line without regard to intervening buildings, structures, streets or drives.
2. **Color Photographs** of the building fascia, current supporting base, and all existing permanent signs including sign face square footage.
3. **Color Elevation Sketch** of Sign Type and Face drawn to scale.
4. **Cross-Section**, drawn to scale. Show foundations, construction of sign, and attachment of face to sign, building, or supporting base.
5. **Electrical Information** including a description of the lamp and lens material. Include the amount, type and wattage of each; source of power; protectors, wire size; material and methods.
6. **Specifications and methods of construction**, erection and attachment of sign. **AN OHIO STATE CERTIFIED STRUCTURAL ENGINEER'S STAMP OF APPROVAL MUST BE ON THE FOUNDATION DRAWING FOR supporting bases.**
7. If the sign is to be attached to an existing supporting base include the previous sign height, size, construction and electrical characteristics. **AN OHIO STATE CERTIFIED STRUCTURAL ENGINEER'S STAMP OF APPROVAL MUST BE ON THE FOUNDATION DRAWING FOR EXISTING supporting bases.**
8. **Written consent of the owner of the building, structure, or land** to which or on which the sign or advertising structure is to be erected.
9. Any information, calculations, or documentation required by the State Building Code, the local Building Code, or other applicable ordinances of the City.
10. **BE SURE TO COMPLETE ALL HIGHLIGHTED AREAS FOR PROCESSING.**



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 _____



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.

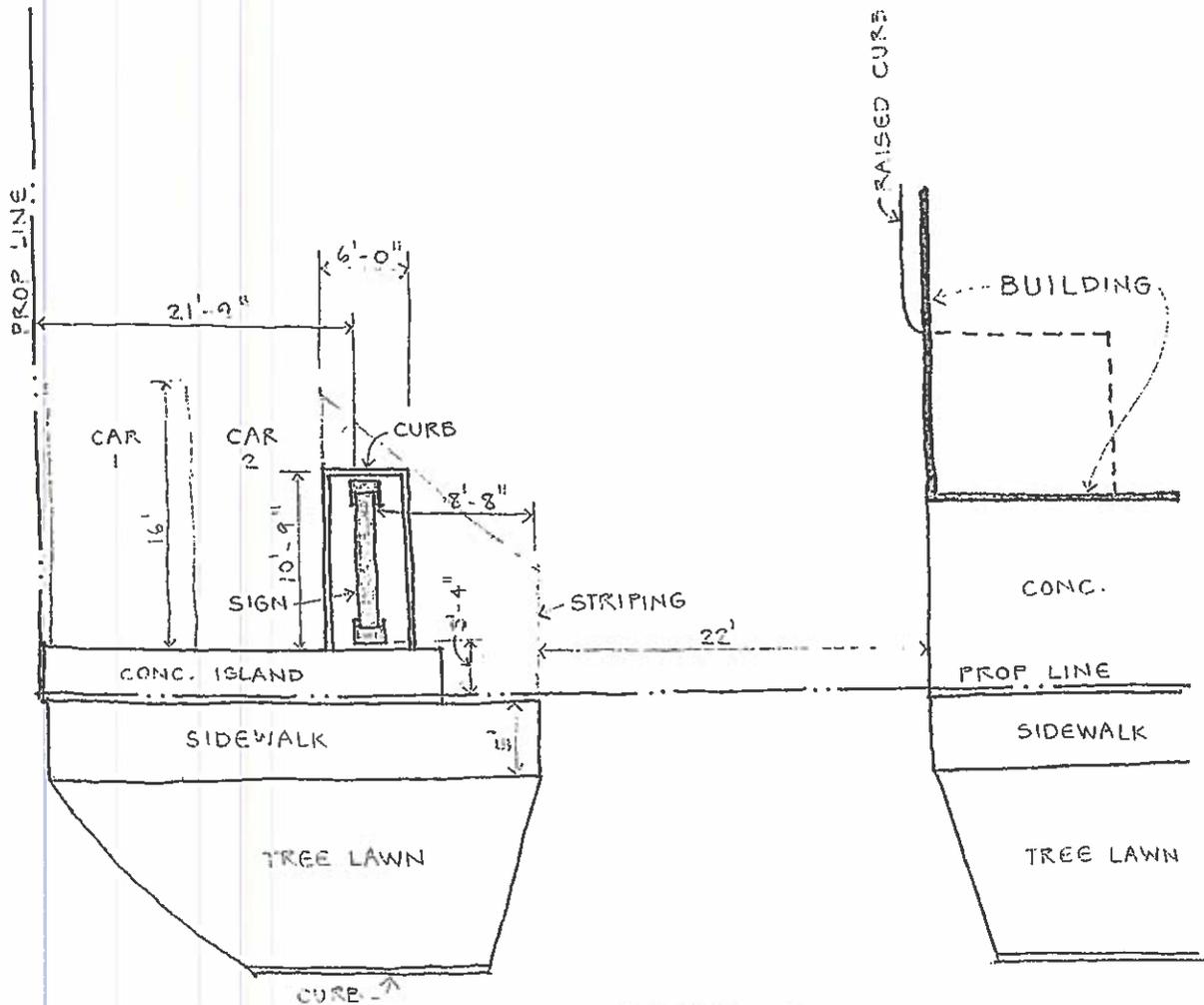
WE AGREE to notify the Building Department to **INSPECT ALL ROUGHED IN WIRING BEFORE COVERING. INSPECT ALL EQUIPMENT BEFORE OCCUPANCY.**

Signature _____

Date _____

EXAMPLE

SIGN LOCATION SITE PLAN



PEARL RD.

NOT TO SCALE

SIGN NOTES

- 1) **Type of sign = (Ground, Wall, Window)...**
- 2) **Estimated Cost = Price of the sign**
- 3) **Total area of sign= Height X's width of the sign(s)**
- 4) **Setback = measurement from the curb to front of building (plus 30 feet).**
- 5) **Frontage = the total width of the space you are leasing.**
- 6) **Total allowable square footage.**

FORMULA TO DETERMINE SQUARE FOOTAGE

Building setback of 0-125 feet = width of bldg X 2 = (total square footage).

“ “ 126-250 feet = width of bldg X 2.25 = (total square footage).

“ “ Over 251 feet = width of bldg X 2.50 = (total square footage).

- 7) **Total of existing signage = Square footage of all signs on building and property for a single business.**
- 8) **Three (3) sets of drawing required. (ONE SET IN COLOR)**

WALL SIGNS

- a) **How far away from the wall (total allowable is 12")**
- b) **Sign should be in (3 feet) from the inside wall on each side.**
- c) **Need information on how the sign will be mounted, type of bolts etc.**
- d) **Signs 10 feet or larger need at least 6 bolts 3/4" diameter and 4" long also, needs washers. Type of bolts? Lag or butterfly?**
- e) **Need information on electrical if applicable.**

GROUND SIGNS

- 1) **Drawings need to show footers in the ground and, 2' curbing. Needs to be skirted.**
- 2) **Need 2 poles for support on a ground sign.**
- 3) **Monument signs need to be 5 ft. from the inside of sidewalk, and 10 ft. from interior driveway.**
- 4) **Single business signs are allowed 6 ft. high**
- 5) **Two businesses are allowed 9 ft. high**
- 6) **Three or more businesses are allowed 12 ft. high**
- 7) **If a single business is on a corner lot they are allowed 40% of side footage**
- 8) **Signs permits are \$25.00 up to 50 sq. ft. anything over 50 Sq. Ft. is an additional \$.50 per foot.**