



CITY OF PARMA HEIGHTS  
 6281 PEARL ROAD  
 PARMA HEIGHTS, OH 44130  
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For Office Use Only

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

## PERMANENT SIGN PERMIT APPLICATION

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 \_\_\_\_\_

OVER

# INSTRUCTIONS FOR PERMANENT SIGNS

Prepare 3 sign submission packages. See requirements below.

Apply to the Building Commission. The Building Commission meets on the first and third Thursdays of the month at 7:00 P.M. You are required to attend the meeting or your application will not be reviewed.

When the plans have been approved by the Building Commission, 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, indicating the width of the building facia 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 facia, 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, to 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 a n 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.

## Plan Review History (office use only)

Plans Received:

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**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 \_\_\_\_\_

## 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.

\*\$25.00 deposit with each permit application, one sign per permit.