

<b>COMMERCIAL SIGNS</b>
<b>SIGN PERMIT APPLICATION</b>
WALL SIGNS, GROUND SIGNS TEMPORARY SIGNS ROOF SIGNS, PROJECTING SIGNS

**VILLAGE OF GREENHILLS, OHIO**

**BUILDING DEPARTMENT**  
11000 WINTON ROAD, GREENHILLS, OH 45218  
PHONE: (513) 589-3586 FAX (513) 825-2370

USE BALL POINT PEN OR TYPE

<b>APPLICATION NUMBER</b>
<small>DO NOT WRITE IN THIS SPACE</small>

**1 PROJECT ADDRESS:** \_\_\_\_\_

2 NAME	STREET ADDRESS	CITY	ST.	ZIP CODE	PHONE NO.
BUILDING OWNER					
TENANT					
CONTRACTOR					
*DESIGNER OF RECORD					
APPLICANT					
APPLICANT'S E-MAIL ADDRESS					FAX NO.

\* NOTE: DESIGNER OF RECORD IS REQUIRED FOR ALL SIGNS CHECKED ON LINE 3A INCLUDING ALTERATIONS TO THE SAME.

**3 ENTER THE NUMBER OF SIGNS IN THE APPROPRIATE BOXES.**

ALL SIGNS REQUIRE THE SUBMISSION OF PLANS FOR REVIEW. SEE LINE 11 FOR DRAWING AND SURVEY REQUIREMENTS.

GROUND SUPPORTED SIGN(S)       ROOF SUPPORTED SIGN(S)       PROJECTING SIGN(S)  
(SEE EXCEPTION BELOW)

WALL MOUNTED - INTERIOR       WALL MOUNTED - EXTERIOR       FACE CHANGE(S)

**EXCEPTION:** ENGINEERED SIGN DRAWINGS ARE NOT REQUIRED FOR NEW (OR ALTERED) GROUND SUPPORTED SIGNS WHEN THE TOP OF THE STRUCTURE 8 FEET OR LESS & THE TOTAL AREA OF THE STRUCTURE IS 32 SQUARE FEET OR LESS.

DOES THIS EXCEPTION APPLY?      YES      NO      HEIGHT: \_\_\_\_\_ FT.      TOTAL AREA: \_\_\_\_\_ SF

**4 TYPE OF WORK:**       NEW       ALTERATIONS (TO EXISTING)       REPAIR       OTHER \_\_\_\_\_

**5 DESCRIPTION OF WORK:** \_\_\_\_\_

**6 ESTIMATED COST (L+M):** \_\_\_\_\_      **7 EST. START DATE:** \_\_\_\_\_      **8 EST. COMP. DATE:** \_\_\_\_\_

**9 EXTERIOR WALL SIGN(S):**

UPON SIGNING BELOW I HEREBY CERTIFY THAT THE SIGN(S) WILL BE MOUNTED PER THE MANUFACTURER'S PREPRINTED INSTRUCTIONS OR AS MODIFIED AND APPROVED BY THE MANUFACTURER'S ENGINEER PRIOR TO INSTALLATION.

**10 INTERIOR WALL (MALL) SIGN(S):**

UPON SIGNING BELOW I HEREBY CERTIFY THAT ALL INSTALLED SIGNS COMPLY WITH THE OHIO BUILDING CODE & THE FOLLOWING:

- A. PLASTIC WALL SIGNS DO NOT EXCEED 20% OF THE WALL AREA FACING THE MALL & ARE A MINIMUM OF 18 INCHES FROM ADJACENT TENANTS.
- B. VERTICAL SIGNS ARE NOT MORE THAN 96 INCHES HIGH & 36 INCHES WIDE.
- C. HORIZONTAL SIGNS ARE NOT MORE THAN 36 INCHES HIGH.
- D. THE BOTTOM OF ANY SIGN IS MORE THAN 8 FEET ABOVE THE FLOOR.
- E. THE BACKS AND EDGES OF ANY PLASTIC SIGN ARE ENCASED IN METAL.
- F. SIGN(S) SHALL BE MOUNTED PER THE MANUFACTURER'S PREPRINTED INSTRUCTIONS OR AS MODIFIED AND APPROVED BY THE MANUFACTURER'S ENGINEER PRIOR TO INSTALLATION.

**11 GROUND SUPPORTED, ROOF SUPPORTED, AND PROJECTING SIGNS:**

ENGINEERED DRAWINGS, PREPARED AND PROPERLY SEALED BY THE DESIGNER OF RECORD, ARE REQUIRED. DRAWINGS SUBMITTED MUST BE DRAWN TO SCALE AND MUST INDICATE ALL DESIGN LOADS, MATERIALS, MEMBER SIZES, SIGN SHAPES, AND ALL SIGN DIMENSIONS TO FACILITATE A PROPER PLAN REVIEW. ALSO REQUIRED IS A SURVEY PROPERLY SEALED BY AN OHIO REGISTERED SURVEYOR INDICATING ALL SIGN LOCATIONS, PROPERTY LINES, EASEMENTS, RIGHTS OF WAY, BUILDINGS, ETC. SEE EXCEPTION FOR GROUND SIGNS ON LINE 3A.

The owner of this building and undersigned, do hereby covenant and agree to comply with all of the laws of the State of Ohio and with the ordinances of the Village of Greenhills, pertaining to building and buildings, and to construct the proposed building or structure or make the proposed change or alteration in accordance with drawings and specifications submitted herewith, and certify that all of the information and statements given on this application, drawings and specifications are to the best of their knowledge, true and correct.

**NOTE: FILING THIS APPLICATION DOES NOT CONSTITUTE PERMISSION TO BEGIN WORK.**

APPLICANT'S PRINTED NAME \_\_\_\_\_ DATE \_\_\_\_\_ APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
DO NOT WRITE BELOW THIS LINE

PERMIT APPROVED BY: \_\_\_\_\_ DATE \_\_\_\_\_ CLARIFICATION MEMO  ITEMS \_\_\_\_\_

DATE ISSUED \_\_\_\_\_ PERMIT NO. \_\_\_\_\_ PERMIT FEE \_\_\_\_\_ OBBS FEE \_\_\_\_\_ TOTAL FEE \_\_\_\_\_ BAL. DUE \_\_\_\_\_  
SignApp.xls 02/05/09

**FOR DEPARTMENTAL USE ONLY**

SIGN TYPE	QUANTITY	UNIT PRICE (ea.)	TOTAL
GROUND SUPPORTED SIGN(S)		\$180	
WALL SIGN(S) - INTERIOR		\$73	
- EXTERIOR		\$73	
PROJECTING SIGN(S)		\$73	
ROOF SUPPORTED SIGN(S)		\$73	
FACE CHANGE(S)		\$73 \$19 ea. additional	
OTHER:			CC (\$19):
_____			OTHER TOTAL:
_____			<b>(1) SUBTOTAL:</b>
_____			(?) DOUBLE FEE:
_____			<b>(2) SUBTOTAL:</b>
OTHER TOTAL: \$ _____			3% OBBS FEE:
			<b>TOTAL FEE:</b>
			(DEDUCT) UP-FRONT FEE:
			<b>BALANCE DUE:</b>

Up-Front Check Information
Check No.: _____
Check Date: _____
Check Amount: _____

Final Check Information
Check No.: _____
Check Date: _____
Check Amount: _____