



PERMANENT SIGN PERMIT APPLICATION

(Code Sections 153.150-153.164)

APPLICATION # _____

Review Services
5800 Shier-Rings Road
Dublin, OH 43016-1236

Phone: 614-410-4600
Fax: 614-718-4346
www.dublin.oh.us

NOTE: Partial or incomplete applications or sign drawings cannot be processed and will be returned to the applicant. Facsimiles of application forms or sign drawings are not accepted. Permit fees will be accepted only after the Permanent Sign Permit application has been approved. Please contact the Review Services at 614-410-4600 for assistance.

I. PLEASE SUBMIT THE FOLLOWING: (Please check if attached to this application)

- ☐ **ONE (1) ORIGINAL SIGNED APPLICATION** – Applications signed by an agent of the land owner must include written documentation that the land owner agrees to the installation of the sign. A written affidavit from the land owner or a land owner-approved sign drawing is required.
- ☐ **ONE (1) SCALED AND DIMENSIONED SITE PLAN** showing all existing signs and/or proposed signs, their size and height; all streets, property lines, buildings and recorded easements on the site. Dimension all setbacks for ground signs from all property lines and Right-of-Way.
- ☐ **ONE (1) SCALED AND DIMENSIONED SIGN ELEVATION** of all proposed signs with applicable foundation/attachment details required by the Building Code. Scaled and dimensioned building elevations are required for all wall, window, canopy, and projecting signs.
- ☐ **ONE (1) SCALED AND DIMENSIONED LANDSCAPE PLAN FOR NEW GROUND SIGNS**, listing the type, size, and quantity of all plants. See Section 153.158(D) of the City of Dublin Sign Code. **A landscape plan is not required for replacement face applications**

II. SIGN INFORMATION: * Denotes required information based on requirements of the sign code (if applicable to the type of sign requested)

Sign Location/Address *			
Sign Copy/Message *			
Land Owner or Authorized Agent *		Telephone *	
Mailing Address *		Email *	
Sign Contractor (If known)		Telephone	
Mailing Address		Email	
Sign Type * ☐ GROUND SIGN ☐ WALL SIGN ☐ WINDOW SIGN ☐ PROJECTING SIGN ☐ ENTRY FEATURE ☐ OTHER			
Permit Type * ☐ NEW ☐ REPLACEMENT ☐ OTHER		Size of Sign Face * HEIGHT WIDTH = SQ.FT.	
Setback from R/W or P/L For all Ground Signs *	Lot Frontage *	Building Frontage *	Width of Tenant Space *
Overall Height of Sign *	Sign Colors * (1)	(2)	(3) Maximum of Three
Sign Illumination * ☐ INTERNAL ☐ EXTERNAL ☐ NOT ILLUMINATED ☐ PROPOSED ☐ EXISTING TO REMAIN OPAQUE BACKGROUNDS ARE REQUIRED FOR ALL PERMANENT SIGNS INCLUDING ON-SITE DIRECTIONAL SIGNS			
Signature of Land Owner/Agent * ☐ LAND OWNER ☐ AGENT		Date *	

PLEASE DO NOT WRITE BELOW THIS LINE