

PERMANENT SIGN PERMIT APPLICATION

BASIC PROJECT INFORMATION (PRINT)

Project Name			
Sign Location / Address			
Sign Copy / Message			
PERMIT TYPE <input type="checkbox"/> New <input type="checkbox"/> Replacement <input type="checkbox"/> Face Replacement ONLY <input type="checkbox"/> Other _____	SIGN TYPE <input type="checkbox"/> Awning / Canopy <input type="checkbox"/> Entry Feature (Residential) <input type="checkbox"/> Ground <input type="checkbox"/> Placemaking Art	<input type="checkbox"/> Joint Identification <input type="checkbox"/> Projecting / Blade <input type="checkbox"/> Wall <input type="checkbox"/> Window	<input type="checkbox"/> Single Face <input type="checkbox"/> Double Face <input type="checkbox"/> Other _____
SIGN ILLUMINATION <input type="checkbox"/> Internal <input type="checkbox"/> External <input type="checkbox"/> Existing to Remain <input type="checkbox"/> Not Illuminated Opaque background required for all permanent signs including on-site directional signs.			
DESCRIPTION OF WORK			

PROPERTY OWNER / REPRESENTATIVE / CONTACT (PRINT)

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

Property Owner Name	
Signature	Date
Corporate / Company Name	Title
Address	
City, State, Zip Code	Email
Telephone	Fax
I, the Project Representative and Contact, acknowledge and make this application as, or on behalf of, the owner and further assert that I am the agent / representative to be contacted concerning matters relating to this application.	
Sign Contractor Name	
Signature	Date
Corporate / Company Name	Title
Address	
City, State, Zip Code	Email
Telephone	Fax

PERMANENT SIGN PERMIT CHECKLIST

CHECK ALL THAT APPLY

PERMANENT SIGN PERMIT CHECKLIST

PERMANENT SIGN PERMIT

- Permanent Sign Permit Application (SIGNED)

DRAWINGS

- Site Plan (Proposed Sign Location, Intersection Sight Distance Triangle(s) per Policy 08-013, Utilities, Easements, Existing Signs)
- Sign Support
- Foundation and Anchoring
- Building Elevation (for all wall, window, canopy and projecting signs)
- Sign Detail (Sign Dimensions, and Size of Secondary Image / Logo)
- UL Assemblies Listing
- Disconnect Means and Location
- Landscape Plan (Type, Size and Qty of all Plants)

BOARD / COMMISSION APPROVAL

- ART
- PZC
- ARB

REGISTRATION & AFFIDAVIT

- Dublin Contractor Registration