

**CITY OF ELYRIA
SIGN APPLICATION (ON-PREMISE)
FOR PERMIT USE ONLY, NOT DESIGN REVIEW**

Please Print Clearly

Pg. 1 of 2

1. Project Address: _____ Date: _____
2. Permanent Parcel No.: _____
3. Building Frontage: _____
4. Property Owner: _____
5. Business Owner: _____
- Address: _____
- Address: _____
- City, State, Zip: _____
- City, State, Zip: _____
- Phone: _____ E-mail _____
- Phone: _____ E-Mail _____
6. Contractor: _____
7. Author of Plans: _____
- Address: _____
- Address: _____
- City, State, Zip: _____
- City, State, Zip: _____
- Phone: _____ Registration No. _____
- Phone: _____
- E-mail _____
- E-mail _____

8. List ALL EXISTING signs which WILL REMAIN (Attach list if more than 2)

EXAMPLE	Sign No. 1	Sign No. 2	Sign No. 3
a. Type of sign	Pylon	Painted Wall	Projecting
b. Sign message	Bob's Bobsled Shop	Bob's Bobsled Shop	Bob's Bobsled Shop
c. Dimensions	10' x 20'	6' x 8'	1' x 3'
d. No. of facings	2	1	2
e. Total area	400 sf	48 sf	6 sf

Sign No. 1

Sign No. 2

- | | | |
|-------------------|-------|-------|
| a. Type | _____ | _____ |
| b. Message | _____ | _____ |
| c. Dimensions | _____ | _____ |
| d. No. of facings | _____ | _____ |
| e. Total Area | _____ | _____ |

9. List ALL PROPOSED signs (Attach list if more than 2)

Sign No. 1

Sign No. 2

- | | | |
|-------------------|-------|-------|
| a. Type | _____ | _____ |
| b. Message | _____ | _____ |
| c. Dimensions | _____ | _____ |
| d. No. of facings | _____ | _____ |
| e. Total Area | _____ | _____ |
| f. Height | _____ | _____ |
| d. Illuminated | _____ | _____ |

10. Electrical Contractor: _____

OVER

Attach to this application a site plan, construction drawings, elevation drawings and other information to assist the reviewer.

Selected 2017 Ohio Building Code (OBC) Requirements

3107.1.1 Construction documents and owner's consent:

Before any permit is issued for the erection of a *sign*, *construction documents* shall be filed with the code official showing the dimensions, materials and required details of construction, including *loads*, stresses and anchorage. The applications shall be accompanied by the *written* consent of the owner or lessee of the premises upon which the *sign* is to be erected.

3107.4 Identification:

Every *sign* for which an approval / permit has been issued and which is hereafter erected, constructed or maintained, shall be plainly identified by the name of the person, firm or corporation, erecting, maintaining or operating such *sign*. **The method and location of this identification shall appear on the *construction documents* filed with the code official.**

3107.1 General requirements:

All *signs* shall be designed and constructed to comply with the provisions of this code for materials, *loads* and stresses, and with the requirements of this section (i.e.: Wind load, Earthquake load, Illumination, use of Combustibles, and Animated devices.)

WARNING: Beginning work without permit in hand shall result in payment of a double fee (1317.07, Elyria Codified Ordinance). THE BUILDING PERMIT MUST BE CONSPICUOUSLY POSTED FOR PUBLIC VIEW – Preferably in a front window.

The property owner and contractor whose signatures appear below take full responsibility for compliance with City and State codes.

Property Owner's Signature: _____ **Print:** _____

Contractor's Signature: _____ **Print:** _____

A. Signs up to 100 Sq. Ft. Total Signs ? _____. x \$ 100.00 _____ (Per Sign)

B. Signs **over** to 100 Sq. Ft. Total Signs ? _____. x \$ 250.00 _____ (Per Sign)

C. Total Cost of Construction. \$ _____.

D. Plus 3% State Fee. _____ Grand Total \$. _____.

BUILDING DEPARTMENT USE ONLY

Date Approved/Inspector _____ Date Rejected/Inspector _____

Zoning _____ Fee _____ . Remarks: _____