

***Building Department* SIGN PERMIT APPLICATION**

Please see attached requirements that need to be submitted along with this form.

Date _____ *No temporary signs allowed per Village Ordinance.*

APPLICANT TO FILL IN THE FOLLOWING:

Address of where sign is going _____

Type of Sign _____

Size of Sign Face: Height _____ Length: _____ x Width _____ = Sq. Ft: _____

Single Faced Double Faced Illuminated Yes No How? _____

Material for sign face & support structure: _____ Sign to Read: _____

Building Owners Name _____ Building Address _____

City, State, Zip _____ Building Phone # _____

Estimated Cost of job _____

CONTRACTORS

Name _____ Address _____

City, State, Zip _____ Phone# _____

Fax# _____ Email _____

Village License # _____

1280.11 SIGN PERMIT REQUIREMENTS

No display sign, whether permanent or temporary, shall hereafter be erected, constructed or maintained within the Municipality by any person, firm or corporation until a permit for the same has been issued by the Building and Zoning Inspector. The application for such permit shall include the following:

- (a) The name, address and telephone number of the applicant.*
- (b) The location of the building, structure or lot to which or upon which the sign or other advertising structure is to be attached or erected;*
- (c) The position of the sign or the advertising structure in relation to nearby buildings or structures, side lot lines and streets, shown by means of a plat map;*
- (d) Two scale drawings of the plans and specifications, the color and the method of construction and attachment of the sign to the building or in the ground;*
- (e) The name of the person, firm, corporation or association erecting such sign and evidence that the sign erector is qualified, licensed, bonded and insured;*
- (f) Written consent of the owner of the building, structure or land to which or on which the sign is to be erected if the applicant for such sign is a tenant and not the owner;*
- (g) Evidence that any required electrical permit has been issued for such sign;*
- (h) Such other information as the Building and Zoning Inspector may require to show full compliance with this and all other laws of the Municipality.*