

CITY OF HILLIARD

3800 Municipal Way
Hilliard, OH 43026
Code Enforcement Office:
614.334-2447

SIGN APPLICATION/PERMIT

Please allow 3-5 business days for processing
the approved permit will be mailed to you.
See fee chart on back or exhibit A on our website
www.hilliardohio.gov

All fees are non-refundable.

Revised: for 07.01.2017

NOTICE:

★ Attach appropriate drawings of sign(s), including location, size, colors, setbacks, building footprints, & site plan to engineering scale, showing edge of payment &/or back of curb, property line / ROW and distance to each.

Applications lacking this information WILL NOT BE ACCEPTED.

A Sign Erector's Registration must be on file.

Inspection of site location required prior to installation of sign.

Project Information:

Address/Location or Legal Description: _____

Parcel Number: _____

Name of Business: _____

Total number of signs on site **including** this application: _____

Business Owner & Address: _____

E-Mail Address: _____ Phone Number _____

Proposed Sign Information

Type of Sign: _____

Dates sign will be in place: (temporary signs only) _____

Tenant Space/Building Frontage: _____ (mounted signs only)

Total Size of Sign: _____ Sq. Ft. Dimensions of Sign: _____

Height of Sign: _____ Ft. Lot Frontage _____

Zoning District: _____ Width of tenant space: _____

Sign Colors: _____

Illumination: (circle if applicable) **External** Display Lighting will require an Electrical Permit

All electric signs or display lit signs of any type shall conform to all the provisions of the 2002 National Electrical Code, and all ordinances of the City of Hilliard, OH, relating thereto.

Applicants Information:

Person or Firm Requesting: _____ Phone #: _____

Sign Company: _____ Phone #: _____

Address: _____ Zip Code: _____

Office Use Only:

Max. Sq. Ft. Allowed: _____

Comments: _____

Date variance approved: | _____

Approval Information:

Permit Number: _____

Inspection line: 614-334-2466

REQUIRED Inspections:

- * Sign location inspection prior to installation of sign
- * Final Inspection is required for all signs

Collect:	\$ _____	Permit cost
	_____	+3% state surcharge
	_____	TOTAL

Permit Granted by:

Chief Building Official Date

Fee schedule on back of this application

City of Hilliard

EXHIBIT A

FEES FOR OTHER THAN OWNER-OCCUPANT
OF SINGLE FAMILY RESIDENTIAL PROPERTY
(i.e., Business Owner or Occupant, Builder or Developer)

Sign Erectors' Registration - Renew Annually	\$100.00
---	-----------------

SIGN PERMIT FEES	
Electrical signs	\$150.00
Nonelectrical signs	\$100.00
Temporary Signs (date limitations apply) Banners, Sandwich Board signs, Commercial and Development signs	\$35.00

A fee equal to the permit cost will be assessed if you are in violation of working without a permit.
No sign shall be erected until the permit request has been approved by the City of Hilliard.

A state surcharge of 1%(residential) or 3%(commercial) will be added to your sign permit total.

Visa, Mastercard, Discover, American Express, Checks and Money Order payments accepted. (NO CASH)