

CITY OF HILLIARD

3800 Municipal Way
Hilliard, OH 43026
Code Enforcement Office:
614.334.2432 or 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

Revised: Fall 2010

NOTICE:

All fees are non-refundable.

★ Attach appropriate drawings of sign(s), including location, size, colors, setbacks, building footprints, & site plan to a measurable 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: _____ Phone Number _____
Business Owner's Address: _____

Proposed Sign Information

Type of Sign: _____
Dates sign will be in place: (temporary signs only) _____
Unit/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.

Fee schedule on back of this application

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
Collect: \$ _____ Permit cost
+3% state surcharge
TOTAL _____
REQUIRED Inspections:
* Sign location inspection prior to installation of sign
* Final Inspection is required for all signs
Permit Granted by:
Ron Fletch, CBO _____ Date _____

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	\$75.00
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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 **penalty** charge 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, Checks and Money Order payments accepted. (NO CASH)