



SIGN PERMIT APPLICATION

3800 Municipal Way, Hilliard, Ohio 43026
Phone: 614-334-2447 or 614-334-2366 • hilliardohio.gov

ALL FEES ARE NON-REFUNDABLE • Make checks payable to the City of Hilliard

PERMIT NO.
RECEIPT NO.

CODE ENFORCEMENT OFFICE

- One complete application with signature.
- Required application fee.
- Plot plan drawn using an engineer's scale showing property lines, easements, building footprint, and other information associated with the site.
- Pictures or renderings showing the dimensions, elevations, and messages of all signs.
- Landscape plan required for ground sign.
- A Sign Erector's registration must be on file.
- Inspection of site location required prior to installation of sign. Call Inspection phone numbers listed on this application. (See above)

SIGN PERMIT FEE			
Sign Erectors' Registration Fee - \$100 (Annual renewal)	Electrical sign - \$154.50	Nonelectrical sign - \$103.00	Temporary sign - \$36.05

PROPOSED SIGN INFORMATION			
Check one: <input type="checkbox"/> Erect New <input type="checkbox"/> Temporary		Type of sign: <input type="checkbox"/> Electrical <input type="checkbox"/> Nonelectrical	
<input type="text"/> x Length	<input type="text"/> x Width	<input type="text"/> = Total Square Feet	<input type="text"/> = Height
Frontage of Tenant Space:		Lot Frontage:	
Date to be installed (Temporary sign only):			
Zoning District: <input type="checkbox"/> B-1 <input type="checkbox"/> B-2 <input type="checkbox"/> B-3 <input type="checkbox"/> B-4 <input type="checkbox"/> M-1 <input type="checkbox"/> M-2 <input type="checkbox"/> OH-MD <input type="checkbox"/> OH-RD <input type="checkbox"/> PUD <input type="checkbox"/> R-1 <input type="checkbox"/> R-2 <input type="checkbox"/> R-3 <input type="checkbox"/> R-4 <input type="checkbox"/> R-R <input type="checkbox"/> S-1			
Type of Illumination: <input type="checkbox"/> External <input type="checkbox"/> Internal <input type="checkbox"/> Halo		Sign Colors:	

PROJECT INFORMATION			
Name of Business:		Parcel Number:	
Address:		City:	State: Zip:
Building No.	Suite No.	Email:	

APPLICANT INFORMATION			
Name:		Phone:	
Address:		City:	State: Zip:
Sign Company Name:		Sign Company Phone:	

PROPERTY OWNER INFORMATION			
Name:		Phone:	
Address:		City:	State: Zip:

AFFIDAVIT		
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.		
Print Applicant's Name	Applicant's Signature	Date:

A fee 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.

The City of Hilliard hereby grants permission to the Applicant to perform the above requested work.

Condition of Approval:

Approved By:	Date:	Date Variance Approved: (if applicable)
<i>Chief Building Official (CBO)</i>		