



# SIGN PERMIT APPLICATION

## REQUIREMENTS FOR SUBMITTAL

### GROUND SIGNS:

1. Site plan of property, drawn to scale, showing location of proposed sign, distance to property lines, and distance from street right-of-way.
2. Drawing of sign, drawn to scale, showing the dimensions of the sign.
3. Foundation drawings, stamped & sealed by an architect or engineer, detailing footer depth & width and structural loads as required by the Ohio Building Code.
4. Electrical drawings showing compliance with the National Electrical Code.
5. Two copies of all drawings.

### WALL SIGNS:

1. Sign drawing showing dimensions.
2. Drawings showing how sign will be attached to the building and structural loads as required by the Ohio Building Code.
3. Drawings showing the dimensions of the face of the building to which the sign will be attached.
4. Electrical drawings showing compliance with the National Electrical Code.
5. Two copies of all drawings.

### OTHER CONSIDERATIONS:

Signs must be in compliance with Chapter 1167 – Sign Regulations of the Codified Ordinances of Wilmington, Ohio. To request a copy of this information, please call the Building Department at (937)382-5134 or request by email at [bldgdept@ci.wilmington.oh.us](mailto:bldgdept@ci.wilmington.oh.us)

# SIGN PERMIT

Application Date: \_\_\_\_\_

Permit Number: \_\_\_\_\_  
(Office Use Only)

Date Received: \_\_\_\_\_  
(Office Use Only)

Date Approved: \_\_\_\_\_  
(Office Use Only)

Board of Zoning Appeals Review   
(Office Use Only)

## APPLICANT INFORMATION

Owner  Primary Contractor  Other  \_\_\_\_\_

## PARCEL/PROPERTY INFORMATION

PROPERTY NAME \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

OWNER NAME \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Lot No. \_\_\_\_\_ Subdivision \_\_\_\_\_ Parcel ID \_\_\_\_\_

Zoning Designation of Property \_\_\_\_\_ R1, R2, R3a, R3, PO, MC, B1a, B1, B2, B3,  
I1a, I1, PD-1, PD-2, PD-3, PD-4, H-1

## CONTRACTOR INFORMATION

CONTRACTOR NAME \_\_\_\_\_ Contact \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

## SIGN INFORMATION

TYPE OF SIGN: Wall  Ground  MATERIAL: \_\_\_\_\_  
(Metal, plastic, wood, other)

DIMENSIONS OF SIGN: Length \_\_\_\_\_ Width \_\_\_\_\_ Elevation Above Ground \_\_\_\_\_

SQUARE FOOTAGE OF BUILDING FACE (to which a wall sign will be attached) \_\_\_\_\_

TEXT OF PROPOSED SIGN/BRIEF DESCRIPTION \_\_\_\_\_

DESCRIPTION OF EXISTING SIGN \_\_\_\_\_

## SIGN FEE SCHEDULE

### STRUCTURAL FEES

A. Small Sign – Under 30 Square Feet .....	\$ 75.00	\$ _____
B. Large Sign – Over 30 Square Feet .....	\$ 150.00	\$ _____

### ELECTRICAL FEES

A. Small Sign – Under 30 Square Feet .....	\$ 75.00	\$ _____
B. Large Sign – Over 30 Square Feet .....	\$ 150.00	\$ _____

<b>FEE SUBTOTAL</b>	\$ _____
State Board of Building Standards Fee 3% (Subtotal x .03)	\$ _____
<b>FEE TOTAL</b>	\$ _____

---

**ALL FEES ARE DUE AT THE TIME OF APPLICATION**  
**Payment accepted by check, money order, or exact cash only.**  
**Checks may be made payable to:**  
**City of Wilmington**  
**Building and Zoning Department**  
**69 N. South Street**  
**Wilmington, OH 45177**

---