

# COMMERCIAL SIGN PERMIT APPLICATION

4 Sets Of Drawings Required



## Property Information

Address \_\_\_\_\_ Lot \_\_\_\_\_  
 Parcel ID \_\_\_\_\_ Unit/Suite/Building \_\_\_\_\_ Zoning \_\_\_\_\_  
 Historical Preservation Area?  (if checked) Council Approval? YES  NO

## Owner Information

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Phone \_\_\_\_\_  
 E-mail \_\_\_\_\_

The installer and owner of this sign(s) agrees to conform to the regulations of Chapters 1145/1138 of the Codified Ordinances of the City of Grove City, State of Ohio and the National Electric Code pertaining to signs and the installation of signs and to construct the proposed sign(s) in accordance with the plans and specifications submitted herewith and certify the information and statements given on this application, drawings and specifications are to the best of their knowledge true and correct.

## Site/Sign Information

Business/Tenant Name \_\_\_\_\_ Estimated Cost of Signs \_\_\_\_\_  
 Business/Tenant Owner/Manager \_\_\_\_\_ Phone \_\_\_\_\_  
 Ground Sign Setback (must be 10 feet from right of way) \_\_\_\_\_  
 Lot Frontage \_\_\_\_\_ Building Frontage \_\_\_\_\_ Width of Tenant Space \_\_\_\_\_  
 Total number of freestanding/ground signs on parcel \_\_\_\_\_ Total Area \_\_\_\_\_  
 Total number of wall/window signs on building \_\_\_\_\_ Total Area \_\_\_\_\_

## Fees

Base fee (first sign) =     \$50.00      
 \_\_\_ additional signs at \$25 each \_\_\_\_\_  
 Subtotal \_\_\_\_\_  
 State fee (3 percent) \_\_\_\_\_  
 Total fee due \_\_\_\_\_

*NOTE: Above fees cover sign only; separate fee and permit required by licensed electrical contractor.*

## Office Use

Receipt/Trans. No. \_\_\_\_\_  
 Check No. \_\_\_\_\_  
 Date Entered \_\_\_\_\_  
 Date Issued \_\_\_\_\_

### APPROVALS

Approved   
 Approved as Noted   
 Disapproved   
 Zoning Inspector \_\_\_\_\_  
 Date \_\_\_\_\_

Submit two sets of the following with this application: (1) scaled and dimensioned site plans showing all existing and proposed signs, their size and height, streets, property lines and buildings on site; (2) colored, scaled and dimensioned elevations of all proposed signs with applicable foundation and attachment details and manufacturer's information for all light fixtures on externally lit signs; (3) scaled and dimensioned landscape plans for ground signs listing type, size and quantity of plants.

Sign Type New, Alteration, Replacement	Sign Style Wall, Monument, Window.	Qty.	Dimension and Square Footage Each sign	Total Square Footage	Sign/Copy Message	Illumination Internal, External,
TOTAL SQUARE FOOTAGE FOR ALL SIGNS (Excluding Ground Signs)						

## Contractor Information

Name \_\_\_\_\_ DBA \_\_\_\_\_ Registration No. \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_  
 Signature \_\_\_\_\_ Owner  Authorized Agent

Expires December 31, 2015

**PRE-INSTALLATION INSPECTION REQUIRED**

**24-Hour Inspection Line:** 614-277-1815 - Inspections must be called in before noon for next-day service. You may also use the online inspection service as late as 8 p.m. seven days a week to schedule next-day inspections.