



Grove City Building Division
 4035 Broadway
 Grove City, OH 43123
 614-277-3075 (Phone)
 614-277-3090 (Fax)
 GroveCityOhio.gov

COMMERCIAL SIGN PERMIT APPLICATION

Return form by: Fax Email Pickup Call

Permit No. _____

PROPERTY INFORMATION

Address _____ Unit/Ste. _____ **Grove City, OH 43123**
 Parcel I.D. _____ Development _____ Zoning _____ HPA _____

PROPERTY OWNER INFORMATION

Name _____ Phone _____
 Address _____ Email _____

BUSINESS/OCCUPANT INFORMATION

Business Name _____
 Business Contact _____ Phone _____
 Email _____

FEES

Base Fee (first sign) \$ 50.00
 _____ Additional Signs x \$25 \$ _____
 HPA Sign \$15 \$ _____
 A-frame \$ 0.00
 Subtotal \$ _____
 State Fee 3% \$ _____
Total Fees Due \$ _____

SITE/SIGN INFORMATION

Ground Sign Setback (min. 10' r.o.w.) _____ Cost _____
 Lot Frontage _____ Building Frontage _____ Width of Tenant Space _____
 Total No. of existing ground signs on site _____ Total Area _____
 Total No. of existing wall/window signs on site _____ Total Area _____

Type	Style	Qty.	Dimension	Total SQ. FT.	Copy/Message	Ill.
Checkbox Abbreviations: Type: New (N), Alteration (A) or Replacement (R) Style: Wall (Wa), Monument (M) or Window (Wi) Illumination: Internal (In) or External (Ex)						
<input type="checkbox"/> N <input type="checkbox"/> A <input type="checkbox"/> R	<input type="checkbox"/> Wa <input type="checkbox"/> M <input type="checkbox"/> Wi					<input type="checkbox"/> In <input type="checkbox"/> Ex
<input type="checkbox"/> N <input type="checkbox"/> A <input type="checkbox"/> R	<input type="checkbox"/> Wa <input type="checkbox"/> M <input type="checkbox"/> Wi					<input type="checkbox"/> In <input type="checkbox"/> Ex
<input type="checkbox"/> N <input type="checkbox"/> A <input type="checkbox"/> R	<input type="checkbox"/> Wa <input type="checkbox"/> M <input type="checkbox"/> Wi					<input type="checkbox"/> In <input type="checkbox"/> Ex
Total Square Footage for All Signs (Excluding Ground Signs)						

SUBMITTAL REQUIREMENTS: 2 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. • 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, plans and specifications are to the best of their knowledge true and correct.

SEPARATE ELECTRIC PERMIT AND PRE-INSTALLATION INSPECTION REQUIRED

OFFICE USE

Receipt No. _____
 Check No. _____
 Date Entered _____
 Date Issued _____

APPROVAL

Approved Not Approved
 Approved As Noted
 By _____ Date _____

CONTRACTOR INFORMATION

Registration No. _____

Contractor _____ Contact _____
 Address _____ City/State/Zip _____
 Phone _____ Fax _____ Email _____
 Signature _____ Owner Agent

24-Hour Inspection Line: 614-277-1815

For next business day inspections, requests must be called in before noon or contractors may use the online inspection service as late as 8 p.m., seven days a week.

Revised 4/2019