



25325 Fairmount Blvd. • Beachwood, Ohio 44122

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SIGN PERMIT APPLICATION

Application is hereby made as described in this statement and the accompanying plans and specifications, all of which are made a part of this application.

APPLICATION DATE: _____

LOCATION OF SIGN (ADDRESS): _____

TYPE OF SIGN CONSTRUCTION (Check One):

NEW REPLACEMENT REFACE TEMPORARY

PURPOSE OF APPLICATION: _____

EST. COST OF PROJECT: \$ _____

TYPE OF SIGN: FLAT OR WALL PROJECTING MARQUEE ROOF
 POLE GROUND WINDOW

DIMENSIONS OF PROPOSED SIGN: HEIGHT: _____ WIDTH: _____ DEPTH: _____

TOTAL SQUARE FOOTAGE OF (ALL FACES): _____ NUMBER OF FACES: _____

IS THIS AN ILLUMINATED SIGN? NO YES (If yes, a separate electrical permit is required)

EACH APPLICATION SHALL BE ACCOMPANIED BY DRAWINGS TO SCALE, SHOWING:

- 1) THE DESIGN AND LAYOUT PROPOSED INCLUDING THE TOTAL AREA OF THE SIGN, THE SIZE, MATERIALS, CHARACTER AND COLOR OF LETTERS, LINES AND SURFACE SYMBOLS.
- 2) THE METHOD OF ILLUMINATION, IF ANY.
- 3) THE EXACT LOCATION OF THE SIGN IN RELATION TO THE BUILDING AND PROPERTY.
- 4) CONSTRUCTION DETAILS AND SPECIFICATIONS AS MAY BE REQUIRED BY THE BUILDING CODE.
- 5) ALL APPLICATIONS FOR SIGN PERMITS SHALL BE APPROVED BY THE ARCHITECTURAL BOARD OF REVIEW BEFORE A PERMIT MAY BE ISSUED.

*****CONTACT INFORMATION*****

OWNER OF BUILDING: _____ PHONE: _____
STREET ADDRESS: _____
CITY/STATE/ZIP: _____
EMAIL: _____

ARCHITECT: _____ PHONE: _____
STREET ADDRESS: _____
CITY/STATE/ZIP: _____
EMAIL: _____

