# CITY OF EUCLID BUILDING DEPARTMENT
## SIGN PERMIT APPLICATION

*~ ~ ~ PLEASE TYPE, OR PRINT CLEARLY ~ ~ ~*
*~ ~ ALL FIELDS REQUIRED ~ ~ *

**\*PROJECT ADDRESS:** _____

**\*BUSINESS NAME:** _____ **\*PARCEL NUMBER:** _____

**\*DESCRIPTION OF SIGN(S):**

Application is hereby made for a permit to erect and maintain (a):

☐ Wall Sign(s)　☐ Ground Sign(s)　☐ Temporary Sign/Banner(s)　☐ Other: _____

**Number of signs:** _____　**Length:** _____ x **Height:** _____ = **Area:** _____ (square feet)

**Length:** _____ x **Height:** _____ = **Area:** _____ (square feet)

**Length:** _____ x **Height:** _____ = **Area:** _____ (square feet)

**Building or Tenant space frontage:** _____ (lineal feet)　**Location of sign(s):** _____

**Sign Description** (Provide a <u>complete</u> description of your proposed sign project)**:**

_____

_____

**Is proposed sign to be illuminated?　Y / N　If Yes, describe:** _____

*\*\*\*All electrical work requires a separate permit\*\*\**

**\*TOTAL PROPOSED CONSTRUCTION COST $** _____

**\*IDENTIFICATION AND CONTACT INFORMATION**

|  | NAME | ADDRESS | CITY | STATE/ZIP | PHONE | EMAIL |
|---|---|---|---|---|---|---|
| **OWNER** | _____ | _____ | _____ | _____ | _____ | _____ |
| **LESSEE** | _____ | _____ | _____ | _____ | _____ | _____ |
| **CONTRACTOR** | _____ | _____ | _____ | _____ | _____ | _____ |
| **ARCH / ENG** | _____ | _____ | _____ | _____ | _____ | _____ |
| **CONTACT** | _____ | _____ | _____ | _____ | _____ | _____ |

**\*\*\*Please note: Incomplete applications (including those submitted as multiple images) will be returned to the applicant\*\*\***

I hereby affirm the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her agent to conform to all laws of this jurisdiction. Any false statements, false information or omissions shall result in this permit application being deemed null and void.

**Permit must be obtained prior to work. Failure to obtain permits prior to construction will result in penalty as per** *Euclid Codified Ordinance 1703.01*

_____　_____　_____
**\*Signature of Applicant, Contractor, or Owner**　**Federal I.D # if signing for a corporation**　**\*Application Date**

*<u>\*ALL FIELDS ON THIS PAGE MARKED WITH AN ASTERISK REQUIRED</u>*
*<u>FAILURE TO PROVIDE INFORMATION MAY RESULT IN A DELAY OF APPLICATION APPROVAL</u>*

*If submitting application electronically, submit complete application as one PDF file. All others will be returned*

## SEE OTHER SIDE

## PERMIT APPLICATION INFORMATION
**Please <u>read and initial</u> signifying acknowledgement, understanding and compliance of the following:**

Application for a sign permit shall be made upon the forms provided by the Zoning Commissioner.
With the exception of any requirements determined to be inapplicable in a particular instance by the Zoning Commissioner, the applicant shall submit accurately scaled elevation drawings and a site plan at a minimum scale of one inch = 50 feet, indicating, in narrative or plan form, the following information:

_____ The name, address and telephone number of the tenant and of the property owner;

_____ The location of the building, structure or lot to which or upon which the sign is to be attached or erected;

_____ The position of the sign in relation to nearby buildings or structures;

_____ Three (3) sets of plans (*not applicable if sending electronically*), specifications indicating:

1. All sign dimensions and sign height;
2. Placement of signs in relation to building edges, roof lines, tenant party walls, windows, doors and other building features as well as in relation to all lot lines, street lines, sidewalks and drives;
3. Construction materials for the signs and sign structure, as well as method of attachment;
4. Type, intensity, placement and shielding of illumination;
5. Details on any electronic or digital changeable copy; and,
6. Details on any electrical connection to existing or new power supply.

Such other information as the Zoning Commissioner requires in order to show full compliance with this chapter and all other ordinances of the City: _____

*If the work authorized under a sign permit has not been started within six months after the date of issuance, the permit shall become null and void.*

*Euclid Codified Ordinance 1390.15& 1390.16*

*** *Do not include payment with your submission.* ***

***You may submit your application electronically in lieu of physical copies to <u>zoning@cityofeuclid.com.</u> To prevent processing delays, the electronic proposal must be submitted as one PDF file - no other image files will be accepted.***

## Sign Permit Fees:
BASE FEE (each):   Less than ten (10) square feet - **$30.00**
      Greater than ten (10) square feet - **$70.00** + **$5.00** per $1,000 of value or portion thereof in excess of $10,000
Temporary Signs:   **$20.00** each
Inflatable Signs:   **$40.00** each
Plan Review/hour:   **$41.20/hr** *(residential)*       **$82.40/hr** *(non-residential)*
O.B.C. Fee:      **3%** of total on all non-temporary signs

THE PERMIT FEE SHALL BE DOUBLED WHENEVER A JOB IS STARTED PRIOR TO OBTAINING A PERMIT.   *Euclid Codified Ordinance 1703.65*

~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ***F O R   O F F I C E   U S E   O N L Y*** ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~

**PERMIT NUMBER**: 20_____      **PERMIT FEE**: $ _____

### ZONING REVIEW
Zoning District:   U1 – U3 \_\_\_\_\_      U4\_\_\_\_\_      U5\_\_\_\_\_      U6\_\_\_\_\_      U7\_\_\_\_\_      U8\_\_\_\_\_      CI\_\_\_\_\_
Overlay District:      Downtown Overlay District \_\_\_\_\_        Other \_\_\_\_\_

Permit Description:
_____
_____
_____
_____

### PERMIT APPROVAL
<u>ZONING COMMISSIONER</u>        <u>BUILDING COMMISSIONER</u>        <u>PLAN EXAMINER</u>

BY: _____ DATE: _____   BY: _____ DATE: _____   BY: _____ DATE: _____