



# SPRINGBORO

## SIGN PERMIT APPLICATION

A separate application is required for each sign.

320 W. Central Ave.  
Springboro, Ohio 45066  
(937) 748-9791 PH  
(937) 748-6860 FX  
build@cityofspringboro.com

ADDRESS: \_\_\_\_\_

☐-NEW BUSINESS

☐-EXISTING BUSINESS

PROJECT DESCRIPTION: \_\_\_\_\_

TYPE OF SIGN: (a separate application is required for each sign)

☐-GROUND SIGN<sup>1</sup> ☐-Non-Illuminated ☐-Illuminated<sup>4</sup> ☐-Single Face ☐-Double Face

☐-WALL SIGN<sup>2</sup> ☐-Non-Illuminated ☐-Illuminated<sup>4</sup>

☐-PROJECTING SIGN<sup>3</sup> ☐-Non-Illuminated ☐-Illuminated<sup>4</sup>

☐-BANNER (30 DAYS MAX./QTR)

☐-TEMPORARY SIGN ( \_\_\_\_\_ DAYS)

Size of sign: Display Area: \_\_\_\_\_ sq. ft. Total Height: \_\_\_\_\_ Total Width: \_\_\_\_\_

Building/Tenant Frontage: \_\_\_\_\_ ft.

Sign Colors: \_\_\_\_\_

<sup>1</sup> All ground signs over 6 feet from finish grade require an additional building permit and a **pdf** of construction drawings sealed by an Ohio registered design professional.

<sup>2</sup> All wall sign applications require a **pdf** of plans and specifications for wall attachment.

<sup>3</sup> All projecting sign applications require a **pdf** of construction drawings sealed by an Ohio registered design professional.

<sup>4</sup> Illuminated sign applications require an additional electrical permit for all electrical work including reconnect.

PLEASE PRINT	Name	Address	Phone Number & Email *BOTH REQUIRED TO PROCESS APPLICATION*
Property Owner			
Occupant/Tenant			
Contractor			
Designer/ Plans By			

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her agent. *In addition, the applicant agrees to provide access to the approved construction documents for each inspection by one of the following methods: 1) a printed copy or 2) an electronic copy on a laptop computer or tablet. An electronic copy on a smart phone is not acceptable.*

Applicant's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

### OFFICE USE ONLY

ZONING APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

BUILDING APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

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**SIGN PERMIT FEES**

Processing Fee	\$37.50
+0-15 sq.ft.	\$41.25
+per sq.ft. over 15	\$ 2.00/per
+3% State Fee (where applicable)	
<b>Total</b>	