

**SIGN PERMIT APPLICATION**

Application is hereby made for a permit to erect and maintain signage in conformance with City of Willoughby Hills Codified Ordinance Chapter 1151.

**Site Plan and Specifications Are Required with Application Submittal**

**LOCATION**

PPN \_\_\_\_\_ Estimated Cost \$ \_\_\_\_\_ Zoning District \_\_\_\_\_

|               |                             |                        |  |
|---------------|-----------------------------|------------------------|--|
|               |                             | Registration No. _____ |  |
| <b>OWNER</b>  | <b>APPLICANT/CONTRACTOR</b> |                        |  |
| Address _____ | Address _____               |                        |  |
| Phone _____   | Phone _____                 |                        |  |
|               | Alt. Phone _____            |                        |  |

**ADVERTISEMENT**

**Type of Sign**    Permanent    Temporary    Wall  
 Free Standing    Illuminating    Non-Illuminating

\_\_\_\_\_ Number of Faces

**Sign Size** \_\_\_\_\_ Width   \_\_\_\_\_ Height   \_\_\_\_\_ Height above grade

\_\_\_\_\_ TOTAL SQUARE FOOTAGE

**Commercial Projects:** Zoning certificate is required by the building department prior to obtaining required permits from Lake County  
ELECTRICAL PERMIT MAY BE REQUIRED.

|                               |                  |             |
|-------------------------------|------------------|-------------|
| _____                         | _____            | _____       |
| <b>APPLICANT (print name)</b> | <b>Signature</b> | <b>Date</b> |

**PLEASE RETURN THIS COMPLETED FORM, REQUIRED DOCUMENTS AND PAYMENTS TO**  
Willoughby Hills Building & Zoning Department – 35405 Chardon Road—Willoughby Hills OH 44094

|  |
|--|
| <b>OFFICE USE:</b> Amount Recv'd \$ _____ Cash/Check# _____ Permit # _____ Recv'd By _____ Date _____<br>(\$50.00) |
|--|