



Building Department  
7900 Fitch Road, Olmsted Township, OH 44138  
Phone Number: 440-235-4225  
building@olmstedtownship.org

## Sign Permit Application

<b>Project Address:</b>	
<b>Parcel Number:</b>	<b>Zoning Classification:</b>

**Sign Type:** ☐ Permanent ☐ Temporary

**Sign Details (Check all that apply):**

- |  |   |                                      |
|--|---|--------------------------------------|
| <input type="checkbox"/> Illuminated*            | <input type="checkbox"/> Electronic Message Center* | <input type="checkbox"/> Directional |
| <input type="checkbox"/> Attached to building    | <input type="checkbox"/> Freestanding               | <input type="checkbox"/> Window      |
| <input type="checkbox"/> Residential Development | <input type="checkbox"/> Nameplate                  | <input type="checkbox"/> Other _____ |

\*An Electrical Application must be completed

### Sign measurements (in ft and square ft)

Sign Height		Applications must include a site plan, building sketch, or photo identifying the location and dimensions. For all signs attached to buildings, and freestanding signs construction documents are required. Provide existing signage square footage.
Sign Face Width		
Sign Face Length		
Sign Face Area		
Setback From Right of Way		
Setback From Side Property		
Tenant Space Frontage		

**Estimated cost of the project:** \_\_\_\_\_

<b>Project Description:</b>

<b>Property Owner Name:</b>			
<b>Mailing Address:</b>			
<b>Phone Number:</b>		<b>E-mail Address:</b>	
<b>Same as above:</b> <input type="checkbox"/>			
<b>Contractor Name:</b>			
<b>Mailing Address:</b>			
<b>Phone Number:</b>		<b>E-mail Address:</b>	

I am the property owner of record, contractor as an agent on behalf of the property owner, or an authorized representative on behalf of the property owner. All work performed under this building permit application will be in compliance with the resolutions of Olmsted Township and all applicable laws; work will be completed by the owner or registered contractors with Olmsted Township. I hereby certify that I agree with the terms listed above and that all information contained in this application is true, accurate and complete to the best of my knowledge.

<b>Applicant Signature:</b>	<b>Date:</b>
<b>Print Name:</b>	<b>Email:</b>

**Applicant is:** ☐ Owner ☐ Contractor ☐ Owners Authorized Representative

**Please submit application and project drawings electronically to:** [building@olmstedtownship.org](mailto:building@olmstedtownship.org)