



# THE CITY OF HILLSBORO, OHIO

Drew Hastings, Mayor · Todd Wilkin, Safety & Service Director · Gary Lewis, Auditor

130 NORTH HIGH STREET · HILLSBORO, OHIO 45133-1152

## SIGN PERMIT

No. \_\_\_\_\_

### BUSINESS INFORMATION

Business Owner \_\_\_\_\_

Owner/s Address \_\_\_\_\_

Sign Address \_\_\_\_\_

Business Phone \_\_\_\_\_

or \_\_\_\_\_

Name of Primary Key Holder \_\_\_\_\_

Phone \_\_\_\_\_

Name of Secondary Key Holder \_\_\_\_\_

Phone \_\_\_\_\_

### PROPOSED SIGN INFORMATION

Type of Sign \_\_\_\_\_

(Fascia, Marquee, Projecting, Pylon, Pylon Advertisement, Monument, Awning, Face Change, Yard Arm Sign)

If an Awning, will it have an advertisement? If so what will it say? \_\_\_\_\_

If Pylon, will the sign have 1 advertisement or more? If more, how many? \_\_\_\_\_

Height \_\_\_\_\_ x Width \_\_\_\_\_ = \_\_\_\_\_ sq. ft.

Illuminated? \_\_\_\_\_ Type of Illumination \_\_\_\_\_

Digital? \_\_\_\_\_ Will the sign have the capability to scroll? \_\_\_\_\_

Portable? \_\_\_\_\_ How long will the sign be in place? \_\_\_\_\_

Will the sign be a permanent Subdivision Identification? \_\_\_\_\_

### ZONING INFORMATION

Linear feet of front (width) \_\_\_\_\_ x 1.5= \_\_\_\_\_

How far will sign be setback off of the Right of Way? \_\_\_\_\_ ' \_\_\_\_\_ "

How far will sign be away from Side Lot Lines? Left \_\_\_\_\_ ' \_\_\_\_\_ "

Right \_\_\_\_\_ ' \_\_\_\_\_ "

Does this property currently have signs on it? If so, how many? \_\_\_\_\_

**SIGN CONTRACTOR INFORMATION**

Company Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Phone \_\_\_\_\_  
 E-Mail \_\_\_\_\_

**The following submittals are required for review of the sign application:**

- Completion of the application.
- Drawings to an appropriate scale showing:
- The design and layout of the proposed sign, including the total area of the sign, and the size, height, character, materials and colors of letters, lines, and symbols.
- If more than sign or sign face is proposed, separate information of each sign or sign face shall be provided.
- A site plan showing the exact location of the sign(s) in relation to all buildings, right of way and property lines.
- The method of illumination, if applicable.
- Details and specifications of construction, erections and attachment of signs showing compliance with Article 600 of the National Electrical Code (NFPA 70), Section 3107 of the Ohio Building Code (OBC) and/or Chapter 153 of the City of Hillsboro Codified Ordinance.
- Any other information required to complete the review.

**Sign Permit Fees:**

\*\*\*Signs that are under 12 sq. ft. that are not electrified will not go to the Building Department and do not require inspections.

Fascia, Marquee, Projecting, Pylon, Pylon Advertisement, Monument Sign, Face Change, or Yard Arm Sign \$100

Awnings without advertisement \$50

Awnings with advertisement \$100

Payment not due until approved.

\*\*\* Signs that are over 12 sq. ft. and/or are electrified will go to the Building Department and require inspections. Fees will be calculated by Building Inspector and could be more than what is stated below.

Signs less than 30 sq ft - \$125.00

Signs over 30 sq ft - \$250.00

Plan Review Fees: \$100.00 plus actual costs  
 3% OBBS surcharge applies to total permit fee less plan review charges.

Payment not due until approved.

X

\_\_\_\_\_  
 APPLICANT SIGNATURE

\_\_\_\_\_  
 DATE

# OFFICE USE

SIGN NEEDS APPROVED BY:

DESIGN REVIEW BOARD

X \_\_\_\_\_  
Design Review Board Chair                      Date

ZONING

X \_\_\_\_\_  
Safety and Service Director                      Date

COUNCIL

X \_\_\_\_\_  
Sign Committee Chair                      Date

BUILDING DEPARTMENT

X \_\_\_\_\_  
Certified Building Official                      Date