



Justin Harsha, Mayor – Brianne Abbott, Safety & Service Director

130 NORTH HIGH STREET · HILLSBORO, OHIO 4513 3-1152

SIGN PERMIT

Permit No. _____

BUSINESS INFORMATION

Zoning District: _____

Business Owner _____

Owner/s Address _____

Sign Address _____

Business Phone _____ or _____

Name of Primary Key Holder _____ Phone _____

Name of Secondary Key Holder _____ Phone _____

Type of Sign:

PROPOSED SIGN INFORMATION

☐ Projecting ☐ Electronic ☐ Wall ☐ Monument ☐ Pole ☐ Awning ☐ Billboard

☐ Name Plate ☐ Fuel Price ☐ Identification & Directional ☐ Menu Board

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

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

Is the sign temporary? Yes ☐ No ☐

Description of Work/Installation: _____

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 _____ = _____

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? _____

Mayor's Office P (937) 393-5219 · Auditor's Office P (937) 393-5791

www.hillsboroohio.net

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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 155 of the City of Hillsboro Codified Ordinance.
- Any other information required to complete the review.
- Professional Design Criteria may be required.

Sign Permit Fees:

Fees will be calculated by Building Inspector and could be more than what is stated below.

Awnings without advertisement \$50.00

Awnings with advertisement \$100.00

Signs 12 sq. ft and under \$100.00

Signs greater than 12 sq. ft. and less than 30 sq. ft. \$125.00

Signs over 30 sq. ft. \$250.00

Awnings may require inspection

3% OBBS surcharge applies to total permit fee for Commercial.

1% OBBS surcharge applies to total permit fee for Residential.

X

APPLICANT SIGNATURE

DATE

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OFFICE USE

SIGN NEEDS APPROVED BY:

☐ ZONING X _____
 SAFETY AND SERVICE DIRECTOR DATE

☐ TAX DEPARTMENT X _____
 TAX ADMINISTRATOR DATE

The City of Hillsboro contracts with Warren Co. Building Department for Permits in need of review: These may include Building, Demolition, Signs, etc. Reviews can take up to approximately 1-2 weeks or less for Residential review, 3-4 weeks or less for Commercial depending on review timeline or project size. The State of Ohio requests are all permits are given their first review within 30 business days (does not include federal holidays or weekends).

Warren Co. Building Department 513-695-1290

To speak to a building inspector, please call between 7-8 AM Monday-Friday

<https://www.warrencountyohio.gov/BldgInsp/>