

CITY OF STREETSBORO SIGN PERMIT APPLICATION

9184 ST RT 43
Streetsboro, OH 44241

Building Dept: (330) 626-6069

Please print neatly or type

FAX: (330) 626-6067

Project Address _____

S/L

Business Name _____

Business Owner's Name _____

Business Owner's Phone # (_____) _____ Fax # (_____) _____

.....
Representative Company Name _____

Contact Person's Name _____

Address _____

Street City State Zip
Phone # (_____) _____ Fax # (_____) _____

Who will be installing:

The Sign Face:

Company Name _____

Contact Person's Name _____

Company Address _____

Street City State Zip

Company's Phone # (_____) _____ Fax # (_____) _____

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The Footer:

Company Name _____

Contact Person's Name _____

Company Address _____

Street City State Zip

Company's Phone # (_____) _____ Fax # (_____) _____

.....
(Over)

GENERAL PROJECT INFORMATION:

Describe project _____

- Wall Sign Planter sign with foundation Planter sign with poles

Other Describe: _____

Signature of owner or agent

Printed Name

ELECTRICAL REQUIREMENTS:

- Utilizing existing electric Adding electrical power

If adding electric:

Company Name _____

Contact Person's Name _____

Company Address _____

Street

City

State

Zip

Company's Phone # () _____

Fax # () _____

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FOR OFFICE USE ONLY:

- Sign Project required Plans Examination
- Sign Project does not require Plans Examination

Date of Approval by Planning Commission _____

This sign application is approved following necessary review by Plans Examiner of drawings prepared by a Registered Design Professional.

Building Commissioner

Date

This project does not require Plans Review approval. Permits may be issued.

Building Commissioner

Date

REQUIREMENTS FOR SIGN PERMIT APPROVAL

1. You may be required to obtain approval for your signage from The Planning Commission. That approval is separate and apart from the permit approval for the Building Department.
2. Complete the attached application form and submit four (4) drawings showing the construction detail of the sign, foundation and electrical. Depending on the type of signage, these drawings may need to be signed by a Registered Design Professional. The drawings will then be sent to our Plans Examiner for review. The review process may take up to three (3) weeks to complete and there is a charge incurred for the review.
3. When we have verification of the approval of Planning Commission and the Plan Review, the permits will be processed. **Please realize that once you receive approval from the Planning Commission, you will not be issued your permits immediately.** We will make every attempt to expedite the issuance of your permits, but all requirements for the sign must be met. It is to your advantage to begin the construction approval of your sign when you submit your request to the Planning Department.
4. Do not hesitate to contact the Building Department if you have questions regarding the approval of your signage. (330) 626-6069.