



SIGN PERMIT APPLICATION

Inspection requests must be scheduled by 4:30 pm the previous day.
Office Hours Monday – Friday 8:00 AM – 4:30 PM

Property Owner & Address:	Contractor & Address:	Project Address:
_____	_____	_____
_____	_____	_____
_____	_____	Lot Number: _____
Phone: (____) _____	Phone: (____) _____	Subdivision: _____
Mobile: (____) _____	Mobile: (____) _____	Parcel ID: _____
Fax: (____) _____	Fax: (____) _____	County: _____
Email _____	Email _____	

Type Of Sign: Ground Mounted Non-Illuminated – requires plans (2) sets
 (Please check type) Ground Mounted Illuminated Single Face – requires plans (2) sets
 Ground Mounted Illuminated Double Face – requires plans (2) sets
 Wall Sign Projecting Sign Banner (30 Day) Temporary Sign

Sign Permit Fees 0-15 square feet -- \$37.50 over 15 square feet – \$37.50 plus additional \$2.00 per sq. ft.

Size of Sign: Display area: _____ Sq. Ft. (DA) Number of Sign Faces: _____
 Height: _____ Length: _____

Colors of Sign: _____

Set Back: From Right-of-Way: _____ Ft. From other Property Lines: _____ Ft.

Notice: Electric Permit must be applied for separately, it is not included in the sign permit.

A 3% State Surcharge will be added to all Sign Permit Applications.

The Applicant understands the following:

The applicant has examined the zoning ordinances of the City of Springboro and agrees that the proposed sign will fully comply with all sign and zoning regulations. A final inspection is required and it is required that an inspection be made by the Zoning Inspector as soon as layout is complete and prior to erection of sign to avoid the possibility to have to remove or alter construction which may be in violation of the zoning ordinance.

The applicant further understands that any permit granted is conditional upon full and continual compliance with the ordinances and regulations of the City of Springboro. The applicant further understands that upon failure to comply, the right to erect such sign shall be faulted and the permit will be immediately withdrawn.

The applicant agrees to notify the Zoning Inspector when not in compliance.

Applicant Signature: _____ Date: _____

Printed Name: _____

All FIELDS MUST BE COMPLETED AND LEGIBLE
(any missing information will hold up the permit process.)

Inspector Stamp Here

Current fee schedule effective 1/01/2012 till 12/31/2012

Revised 12/11

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