



SPRINGBORO

SIGN PERMIT APPLICATION

A separate application is required for each sign.

320 W. Central Ave.
Springboro, Ohio 45066
(937) 748-9791 PH
(937) 748-6860 FX
www.ci.springboro.oh.us

ADDRESS: _____

-NEW BUSINESS

-EXISTING BUSINESS

PROJECT DESCRIPTION: _____

TYPE OF SIGN: (a separate application is required for each sign)

-GROUND SIGN¹ -Non-Illuminated -Illuminated⁴ -Single Face -Double Face

-WALL SIGN² -Non-Illuminated -Illuminated⁴

-PROJECTING SIGN³ -Non-Illuminated -Illuminated⁴

-BANNER (30 DAYS MAX./QTR)

-TEMPORARY SIGN (_____ DAYS)

Size of sign: Display Area: _____ sq.ft. Total Height: _____ Total Width: _____

Building/Tenant Frontage: _____ ft.

Sign Colors: _____

¹ All ground signs over 6 feet from finish grade require an additional building permit and construction drawings sealed by an Ohio registered design professional.

² All wall sign applications require 2 sets of plans and specifications for wall attachment.

³ All projecting sign applications require 2 sets of construction drawings sealed by an Ohio registered design professional.

⁴ Illuminated sign applications require an additional electrical permit for all electrical work including reconnect.

PLEASE PRINT	Name	Address	Phone Number & Email *BOTH REQUIRED TO PROCESS APPLICATION*
Property Owner			
Occupant/Tenant			
Contractor			
Designer/ Plans By			

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her agent.

Applicant's Name: _____ Email: _____

Applicant's Signature: _____ DATE: _____

OFFICE USE ONLY

ZONING APPROVAL: _____ DATE: _____

BUILDING APPROVAL: _____ DATE: _____

A separate application is required for each sign

SIGN PERMIT FEES

Processing Fee	\$37.50
+0-15 sq.ft.	\$41.25
+per sq.ft. over 15	\$ 2.00/per
<u>+3% State Fee (where applicable)</u>	

Total

Fee Schedule Effective 1/1/18-12/31/18