PERMIT # _____

ELECTRIC PERMIT# _____

PLANNING COMM. APPROVAL_____

PLANNING DEPT. APPROVAL: _____

PLANNING COMMISSION FEE: _____

COMMENTS: _____

_____

PERMANENT SIGN PERMIT APPLICATION

BUILDING DEPARTMENT
27700 HILLIARD BLVD.
WESTLAKE, OHIO 44145
PHONE (440) 617-4105
FAX (440) 617-4144

OFFICE USE ONLY

DATE APPROVED: _____

DATE ISSUED: _____

SIGN AREA: _____

SIGN FEE: $ _____

ELECTRICAL FEE: $ _____

TOTAL PERMIT COST: $_____

CODIFIED ORDINANCE 1223

Print ALL information in ink. Applicants complete all parts. Incomplete applications will delay permit processing.
The Westlake Building Department does not enforce deed restrictions, covenants, or subdivision regulations.
Drawings & information required for any new sign application including exact size and sign colors. Elevations and plans drawn to scale, with dimensions, showing the type and size of sign face and structure including location on building or site, height, and the location, type and wattage of lighting. For freestanding signs a site plan indicating the distance from the existing right-of-way and driveways to the sign structure. [See Westlake Code 1223.13(c)(2),(3), & (4)]

APPLICANT INFORMATION

ADDRESS OF SIGN LOCATION: _____ APPLICATION DATE: _____

APPLICANT'S NAME: _____ PHONE: _____

CONTACT NAME: _____ FAX: _____

APPLICANT SIGNATURE: _____ DATE: _____

BUILDING INFORMATION

LANDLORD NAME: _____ CONTACT NAME: _____

ADDRESS: _____ CONTACT PHONE: _____

_____ CONTACT FAX: _____

PERMANENT PARCEL # _____ (IF PARCEL NUMBER IS UNKNOWN, PLEASE CALL (216) 443-7091)

☐ SINGLE TENANT ☐ MULTI-TENANT ☐ NEW SIGN ☐ REPLACEMENT SIGN

TENANT FRONTAGE (LINEAR FEET) _____ BUILDING FRONTAGE (LINEAR FEET) _____

HAS PLANNING COMMISSION APPROVED A SIGN FOR THIS TENANT? ☐ YES ☐ NO

LANDLORD SIGNATURE: _____ DATE: _____

SIGN OWNER INFORMATION

NAME: _____ CONTACT NAME: _____

BUSINESS NAME: _____ ADDRESS: _____

CONTACT PHONE: _____ FAX: _____

SIGN OWNER SIGNATURE: _____ DATE: _____

CONTRACTOR/INSTALLER INFORMATION

COMPANY NAME: _____ CONTACT NAME: _____

CONTACT PHONE: _____ CONTACT FAX: _____

ESTIMATED COST OF SIGN: _____ REGISTRATION NUMBER: _____

CONTRACTOR SIGNATURE: _____ DATE: _____

EXISTING SIGN INFORMATION

(Only needed if this tenant already has signage)

Sign Type	Square Footage
Name Plate	_____
Identification Signs:	
Wall Sign	_____
Freestanding Sign	_____
Awning, Canopy, Mansard, Marquee or Projecting Sign	_____
Unified Directory	_____
Directional Sign (logo or lettering portion only)	_____
Additional Signs	_____
Total of Existing Signage	_____

PROPOSED SIGN INFORMATION

(For calculating sign permit fee)

Sign Type	Sq. Ft.	Electrified? Yes	No
Identification Signs:			
Wall Sign	_____	☐	☐
Freestanding Sign	_____	☐	☐
Awning, Canopy, Mansard, Marquee or Projecting Sign	_____	☐	☐
Unified Directory	_____	☐	☐
Directional Sign	_____	☐	☐
OTHER _____		☐	☐

Revised 2-5-07