



# VILLAGE OF WOODMERE

## BUILDING DEPARTMENT

27899 Chagrin Boulevard

Woodmere Village, OH 44122

Phone: 216.831.1234 ext 1233 Fax: 216.292.7023 ext 4109

Robert McLaughlin, Acting Building Official

### COMMERCIAL SIGN PERMIT APPLICATION

Permit # :	Area of Sign:	Fee:	Date:
------------	---------------	------	-------

\* Business Name: \_\_\_\_\_

\* Business Address: \_\_\_\_\_

\*Zoning: \_\_\_\_\_ \*Sign Calculations: \_\_\_\_\_

\*Location of Sign: \_\_\_\_\_ \*Area of Existing Sign(s) if any: \_\_\_\_\_

\*Frontage and Dept of Building: \_\_\_\_\_

\*Type of Sign (check all that apply):  Wall or Panel Sign  Window Sign  Canopy Sign  Roof Sign

Projecting Sign  Ground Sign  Pole Sign  Marquee Sign  Political Sign

\* Sign Classification: Indicate Size of Sign \_\_\_\_\_

Name Plate  Bulletin Board  Real Estate  Development

Sold Sign  Business Sign  Project Sign  Directional

Poster, Panel or Billboard  Informational  Temporary - Number of Days: \_\_\_\_\_

\*Property Owner's Name: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

\*Contractor Name: \_\_\_\_\_

Contractor Representative: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**(Registration, BWC Certificate, Certificate of Insurance REQUIRED)**

**\* Required Information - incomplete information will result in the rejection of this application.**

Application is hereby submitted for a permit to erect or alter a structures as described in this application and all accompanying paperwork/drawings which are part of this application.

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date

**All fees must in the form of a company check, certified check, cash, or money order.  
We DO NOT accept personal checks or credit cards.**

## ADDITIONAL REQUIREMENTS

No person shall erect, alter, relocate or maintain within the Municipality any commercial or identification sign or other advertising structure without first obtaining approval from the Planning & Zoning Commission and obtaining a sign permit from the Village of Woodmere and making payment of the required fee.

**Regular Planning and Zoning meetings are held on the second Tuesday of each month at 7:30 PM. All submissions are due at the Village Hall Building Department, 27899 Chagrin Blvd., two weeks prior to this date. A representative MUST be present at the Planning & Zoning Meeting for plans to be reviewed.**

Submit a sketch on 8 ½ x 11" Sheet (to scale) of the proposed sign showing the size, characters, color lines and symbols. The applicant must submit a plot plan, showing location of building and sign with details and specifications with respect to illumination (if any), construction and attachment as required by the building Code in compliance with Ordinance #1994-41.

Seven sets (to scale) of the following documents:

- Site plan showing position of the sign or other advertising structure in relation to nearby buildings or structures;
- Scale drawing of proposed signage showing all text and graphics, with color scheme and samples, specifications and method of construction and attachment to the building or method of installation in the ground.  
Documentation should include erection, frontage, installation specifications and picture of adjoining businesses where proposed sign will be located;
- Letter of Consent of the owner of the building, structure or land to which or on which the structure is to be erected if the application is made by someone other than the owner.

---

### ALTERATION TO SIGN SIZE OR ADVERTISING COPY

Number of faces \_\_\_\_\_ x \$50.00 = \_\_\_\_\_

Subtotal \_\_\_\_\_ x 1.03 (3% State surcharge) = \_\_\_\_\_

### GROUND SIGNS - per square feet, per face

Total sq. Ft. per face \_\_\_\_\_ x \$3.00 = \_\_\_\_\_ (Minimum \$150.00) = \_\_\_\_\_

Subtotal \_\_\_\_\_ x 1.03 (3% State surcharge) = \_\_\_\_\_

### ALL NEW SIGNS EXCEPT PERMANENT GROUND OR TEMPORARY - per square feet each side; per face

\*Total Sq. Ft "per" face \_\_\_\_\_ x 3.00 = \_\_\_\_\_ (Minimum (\$70.00)) = \_\_\_\_\_

Subtotal \_\_\_\_\_ x 1.03 (3% State surcharge) = \_\_\_\_\_

### TEMPORARY SIGN OR LEASING/FOR SALE SIGN

Number of Signs \_\_\_\_\_ x \$20.00 = \_\_\_\_\_

Subtotal \_\_\_\_\_ x 1.03 (3% State surcharge) = \_\_\_\_\_

### INTERIOR SIGNS (electrical/neon)

Number of Signs \_\_\_\_\_ x \$20.00 = \_\_\_\_\_

Subtotal \_\_\_\_\_ x 1.03 (3% State surcharge) = \_\_\_\_\_

**SIGNS - Repaired or Restored with no Change in Size, Location or Advertising Copy  
NO CHARGE**

**\* Please complete a separate Sign Application for each individual sign**

(Permit will include ONLY such sign as detailed in this application)