

# PERMANENT SIGN PERMIT

CITY OF BEAVERCREEK, OHIO  
1368 Research Park Drive  
Beavercreek OH 45432  
937-427-5512  
FAX 937-427-5544

Date: \_\_\_\_\_

Permit \_\_\_\_\_

Fee \_\_\_\_\_

**INSTRUCTIONS:** Complete this application and attach 3 copies of a site plan drawn to scale (e.g. 1" = 30') showing the dimensions and shape of the lot, location and setback of the sign from property lines. Also attach drawing, sketch or photo of sign indicating all sign dimensions.

1. Business Name \_\_\_\_\_

2. Address \_\_\_\_\_ Zoning District \_\_\_\_\_

3. Development/Shopping Center \_\_\_\_\_ Book/ Page/Parcel \_\_\_\_\_

4. Company Installing Sign \_\_\_\_\_ Phone \_\_\_\_\_

5. Address \_\_\_\_\_

6. Owner of property on which sign is located: \_\_\_\_\_

7. Address: \_\_\_\_\_

8. Sign Information:

Single Faced \_\_\_\_\_ Double Faced \_\_\_\_\_

Sign Size: \_\_\_\_\_ feet by \_\_\_\_\_ feet. Total area per side \_\_\_\_\_ sq ft. Total Area \_\_\_\_\_ sq ft.

Sign Type: Awning \_\_\_\_\_ Canopy \_\_\_\_\_ Change of Copy \_\_\_\_\_ Electronic Copy \_\_\_\_\_ Flush Mounted \_\_\_\_\_

Ground \_\_\_\_\_ Neon \_\_\_\_\_ Pylon \_\_\_\_\_ Under Marquee \_\_\_\_\_

Sign Location: Awning \_\_\_\_\_ Canopy \_\_\_\_\_ Ground \_\_\_\_\_ Marquee \_\_\_\_\_ Under Marquee \_\_\_\_\_ Wall \_\_\_\_\_

Sign Construction: Metal \_\_\_\_\_ Neon \_\_\_\_\_ Plastic \_\_\_\_\_ Wood \_\_\_\_\_ Other \_\_\_\_\_

Sign height from ground level to top of sign \_\_\_\_\_ feet.

Setback from right-of-way \_\_\_\_\_ feet.

Building or store frontage: \_\_\_\_\_ feet. Lot width: \_\_\_\_\_ feet.

Contact person: \_\_\_\_\_ Phone \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

=====  
This application is \_\_\_\_\_ approved \_\_\_\_\_ disapproved.

Planning Department

Date

# Sign Permit

## *When is a sign permit required?*

A sign permit is required prior to erecting, altering or relocating a sign within the City.

## *What do I have to do to receive a sign permit?*

- To receive a sign permit, a Sign Permit application must be completed in full and submitted to the Department of Planning and Zoning along with three copies of a drawing, sketch, or photo of the sign indicating the sign dimensions, as well as three copies of a drawing showing the location of proposed and existing signs on the site and/or building, all drawn to scale (e.g. 1 inch = 30 feet).
- The information given on this application should be in compliance with the requirements of sections 158.145 to 158.158 of the Zoning Code.

## *How long will it be until I receive notification?*

The application will be reviewed in one to two business days (if sufficient information has been submitted) and you will be notified by telephone when the application has been approved and the permit has been issued.

## *What's the next step?*

A Greene County building permit is required after you receive a sign permit, not including temporary signs.

If you have any questions, a staff member in the Department of Planning and Zoning is available to assist you Monday through Friday from 7:30 a.m. to 5:00 p.m.