



# Sign Permit

City of Findlay, Zoning Office

318 Dorney Plaza, Room 304 Findlay, Ohio 45840

(419) 424-7108 | Fax (419) 424-7120 | [Zoning@findlayohio.com](mailto:Zoning@findlayohio.com)

LOCATION OF CONSTRUCTION ADDRESS: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

Email: \_\_\_\_\_

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

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

City, State, Zip \_\_\_\_\_

City, State, Zip \_\_\_\_\_

APPLICANT: (Check one)

Owner

Contractor

Other  (fill out below)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Use: (Check one)

Residential

Commercial / Office / Industrial

Other \_\_\_\_\_

Permit Type: (Check one)

New Sign

Face Replacement

Sign Type:

Low Profile  Way Finding  Projecting  Roof  High Rise  Directional  Electronic Message Center

Portable  Non-accessory (Billboard Or Off-Site Advertising)  Other \_\_\_\_\_

Width \_\_\_\_\_ X Length \_\_\_\_\_ = S.F. \_\_\_\_\_ Height Above Grade? \_\_\_\_\_

Will The Sign Be Digital?  Yes  No

Estimated Value of Construction: \$ \_\_\_\_\_

Name of Business: \_\_\_\_\_

Previous Business Name (if any): \_\_\_\_\_

**\*\*\* Any structure placed within a recorded or dedicated easement shall be done so at the owner's risk\*\*\***

**\*\*\* If the property is in the flood hazard area, a Flood Development Permit will also be required\*\*\***

**\*\*\* Commercial & Multifamily buildings / signs may require additional permits from Wood County Building department (419) 354-9190 \*\*\***

I, the undersigned, do hereby certify that all of the above statements are true to the best of my knowledge, and understand that any deviation, change, or alteration not included or shown on these plans will nullify the approval.

Signature : \_\_\_\_\_

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

# Office Use Only

## Permit Issuance Worksheet

Permit Fee: \$ \_\_\_\_\_  
 3X Penalty:  Yes /  No

Zoning District: \_\_\_\_\_ Flood Zone: \_\_\_\_\_ Permit Application # \_\_\_\_\_  
 Lot Frontage: \_\_\_\_\_

<u>Sign Requirements</u>	<u>Prerequisites</u>
Setbacks met? <input type="checkbox"/> Yes / <input type="checkbox"/> No	<b>City Planning Commission? (HRPC)</b> <input type="checkbox"/> Yes / <input type="checkbox"/> No CPC Case # _____
Size okay? <input type="checkbox"/> Yes / <input type="checkbox"/> No	<b>Downtown Design Review (HRPC)</b> <input type="checkbox"/> Yes / <input type="checkbox"/> No DTDR Case # _____
Over all height okay? <input type="checkbox"/> Yes / <input type="checkbox"/> No	<b>Board of Zoning Appeals</b> <input type="checkbox"/> Yes / <input type="checkbox"/> No
Is this a electronic message center? <i>If so, check distance requirement from residential use and for max of 25 % of sign face for EMC</i> <input type="checkbox"/> Yes / <input type="checkbox"/> No	BZA Case # _____
Is this a bill board? <i>If so, check distance from residential uses And other non-accessory signs</i> <input type="checkbox"/> Yes / <input type="checkbox"/> No	Existing Variances <input type="checkbox"/> Yes / <input type="checkbox"/> No
Is this sign digital? <i>If so, be sure to stipulate the minimum time to hold the image, brightness, no animation, no sounds, etc.</i> <input type="checkbox"/> Yes / <input type="checkbox"/> No	Curb Cut / Side Walk? (Engineering) <input type="checkbox"/> Yes / <input type="checkbox"/> No
Is a Business permit / Change of use permit also required? <input type="checkbox"/> Yes / <input type="checkbox"/> No	Water, Sanitary, & Storm? (Engineering) <input type="checkbox"/> Yes / <input type="checkbox"/> No

Special Notes / Conditions \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Approved     Denied    By \_\_\_\_\_    Date \_\_\_\_\_

### Inspection Results

Date	Comments	Initials
___/___/___	_____	_____
___/___/___	_____	_____
___/___/___	_____	_____
___/___/___	_____	_____
___/___/___	_____	_____

Final Results     Pass     Fail     Expired

Final Inspection Inspector: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_