



CITY OF DELAWARE

SIGN PERMIT APPLICATION

All permit applications must be submitted with two (2) sets of complete building drawings and a plot plans showing the location of the structure from the property lines. Approved plans and permit must be on the job site and accessible to the inspector. Payments not accepted at time of permit submittal. Payment due after permit has been approved. Checks made payable to the City of Delaware. In addition to this sign permit, commercial fees and inspections are required for all freestanding signs, illuminated signs and all wall signs larger than 10 square feet.

Project Address \_\_\_\_\_ Parcel# \_\_\_\_\_

Name of Project(business name) \_\_\_\_\_

Contact Name(when permit is ready) \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Owner of property \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Contractor \_\_\_\_\_ Phone \_\_\_\_\_

Address of contractor \_\_\_\_\_ Email \_\_\_\_\_

Lineal feet of front of building/storefront \_\_\_\_\_ Window area square feet(window sign only) \_\_\_\_\_

Freestanding \_\_\_\_\_ Wall \_\_\_\_\_ Projecting \_\_\_\_\_ Other \_\_\_\_\_

Temporary (banner, window, construction/development etc.) \_\_\_\_\_ Proposed dates \_\_\_\_\_

Proposed sign text \_\_\_\_\_

Size (ht/w) \_\_\_\_\_ Total square feet \_\_\_\_\_ Cost of construction \$ \_\_\_\_\_ Colors \_\_\_\_\_

Building Use Group(s) Classification Per OBBC -A1 A2 A3 A4 A5 B E F1 F2 H1 H2 H3 H4 I1 I2 I3 M R1 R2 R3 S1 S2 U

Construction Type - 1A 1B 2A 2B 2C 3A 3B 4 5A 5B Lighting required? \_\_\_\_\_

Description of work \_\_\_\_\_

The undersigned is either the property owner or a duly authorized agent of the property owner and do hereby verify the truth and correctness of all facts and information presented with this application and authorize on-site inspections by City Staff.

Owner or Authorized Agent \_\_\_\_\_ Date \_\_\_\_\_

Planning/Zoning \_\_\_\_\_ Date \_\_\_\_\_

CBO (if commercial fees apply) \_\_\_\_\_ Date \_\_\_\_\_



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**Potential Fees:**

**Zoning:**

<u>Temporary Signs</u>	\$25.00 per sign
<u>Permanent Signs</u>	\$25.00 per sign plus \$0.50 per square foot
<u>Historic District</u>	\$50.00 application fee – COA application required in addition to sign permit

**Commercial Building:** (required for all freestanding signs, illuminated signs and all wall signs larger than 10 square feet)

Zoning Review	\$25.00
Commercial fees	\$60.00 plus *3% State of Ohio Surcharge
Electrical Permit	\$60.00 plus \$.03 per square foot *3% State of Ohio Surcharge

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