

# CITY OF MENTOR APPLICATION FOR SIGN PERMIT

## PROJECT INFORMATION (Please Print)

Project Address: \_\_\_\_\_ Zoning: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_

Ward: \_\_\_\_\_ Census Tract: \_\_\_\_\_

### **TYPE and LOCATION OF SIGN:**

- Alteration, Addition or Repair to Existing Sign       Temporary From: \_\_\_\_\_ To: \_\_\_\_\_  
 Permanent       Illuminated       Front Wall       Side Wall       Directional  
 Free-Standing (Landscaping Required) Setback - Distance from Right-of-Way/Property Line: Front \_\_\_\_\_ Side \_\_\_\_\_

### **DIMENSIONS:** (This data must also be shown on attached drawings)

Overall Sign Height: \_\_\_\_\_ Ft. (from ground level to top edge of sign)  
Sign Face: Horizontal Dimension \_\_\_\_\_ Ft.      Vertical Dimension \_\_\_\_\_ Ft.      Area: \_\_\_\_\_ Sq. Ft.

### **TOTAL SITE SIGNAGE:**

Width of Building Front Wall: \_\_\_\_\_ Ft.      (Max. area allowable is 2.5 x W = \_\_\_\_\_)  
Total Area of Existing Signs: \_\_\_\_\_ Sq. Ft.      (Please note: Drawings or sketches of the locations  
Area of Proposed Signs (this permit): \_\_\_\_\_ Sq. Ft.      and dimensions of all existing and proposed signs  
Total Area: \_\_\_\_\_ Sq. Ft.      must be submitted as part of the application.)

## Name and Address of Sign Owner/Applicant: (Please Print)

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

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

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

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

## Name and Address of Contractor: (Please Print)

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

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

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

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

The applicant hereby agrees to indemnify and save the City of Mentor harmless from any liability, claims, or demands for any damage to life or property that may arise from the maintenance or erection of the sign hereby permitted, or that may be caused by the failure of the recipient of this permit to strictly follow all the terms contained herein and to obey all the laws of the State of Ohio and Ordinances of the City of Mentor.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

PLANNING DIVISION APPROVAL: \_\_\_\_\_ DATE \_\_\_\_\_

### REVISION 01/2010 ALL OTHER VERSIONS ARE OBSOLETE)

Mentor Municipal Center, 8500 Civic Center Boulevard, Mentor, Ohio 44060-2499 [www.cityofmentor.com](http://www.cityofmentor.com)  
Economic & Community Development Department Phone 440-974-5740 Fax 440-205-3605 Email [commdev@cityofmentor.com](mailto:commdev@cityofmentor.com)

# CITY OF MENTOR

## APPLICATION FOR SIGN PERMIT

### INSTRUCTIONS

1. **APPLICATION:**

Applications must be filled out **completely** and **accurately** or a permit will not be issued. One application is necessary for each sign that is to be erected.

2. **FEES AND DEPOSITS:**

Please call for sign permit fees. A sign permit fee, electrical permit fee (if necessary), a refundable deposit and state assessment fee is required, (an additional \$25.00 fee is required if the sign needs to be reviewed by the Building Department). The deposit will be held until the sign has been inspected for compliance with all applicable codes and the information contained in the permit. The 3% State Assessment Fee is assessed on the total fees including the Electrical Permit. Sign and Electrical contractors must be registered with the City of Mentor's Engineering and Building Department.

**ELECTRICAL PERMITS:**

Electrical permits (\$40.00 fee) must be obtained for all new illuminated signs.

3. **REQUIRED DRAWINGS:**

Submit two (2) sets of drawings with sufficient information to verify compliance with the Ohio Basic Building Code, Mentor Code of Ordinances, and all other applicable regulations.

Site Plan must show all setbacks from property lines as well as locations and dimensions (including height) of all existing signs on the property.

Building Elevations must show the proposed location of wall signs (including dimensions).

Individual Sign Drawings must indicate colors and dimensions.

Landscape Plan a detailed landscape plan is required for ALL freestanding signs.

4. **LOCATION:**

The applicant and the sign owner will be held responsible for erecting the sign exactly to the specifications indicated in the approved application. Please note that setbacks are distances from property lines or rights-of-way and are not distances from the curb or pavements.

5. **TEMPORARY SIGNS:**

Temporary signs (not permanently anchored to the ground or a structure), will be permitted, provided such signs comply with all regulations of Section 1171.08 and after a permit has been obtained. (Please see code section for complete regulations.)

SPECIAL EVENT banners are permitted in commercial districts only, they shall not exceed 40 square feet in area, must be attached to the building wall, no illumination, permit period shall not exceed two, two-week periods per calendar year.

CONSTRUCTION signs in commercial/industrial districts shall not exceed 32 square feet per face, in residential districts shall not exceed 20 square feet per face; neither shall be illuminated.

PUBLIC/RELIGIOUS shall not exceed 20 square feet per face, maximum height 6 feet, setback 10 feet from any property line, maximum time for display 21 days.

NON-PROFIT EVENTS open to the public may have banners that shall not exceed 50 square feet per face and may be displayed on private property with the owners permission, length of display is 21 days.

6. **INSPECTIONS:**

Please call 440-974-5740 for inspections immediately after the erection of permanent signs or upon the removal of temporary signs.

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