



CITY OF MENTOR APPLICATION FOR SIGN PERMIT

Project Information (Please Print)

Project Address: _____ Zoning: _____

Parcel Number(s): _____

Ward: _____ Census Tract: _____

TYPE OF SIGN:

Permanent Illuminated Front Wall Side Wall Directional Free-Standing

Cost of Sign (including erection): \$ _____

ILLUMINATION:

Illumination: _____ Candelas (shall not exceed 100 Candelas per square meter (cd/m2) from dusk till dawn)

LOCATIONS & DIMENSIONS: (This data must also be shown on attached drawings)

Overall Sign Area: _____ Sign Height: _____ Sign Width: _____

Wall Sign Separation Distance (code minimum is three (3) feet from another sign): _____

Free Standing Sign Height (from ground level to top edge of sign): _____

Free Standing Sign Setback: (Distance from Right-of-Way or Property Line) Front: _____ Side: _____

TOTAL SITE SIGNAGE: (Max. Wall Sign area allowable is 1.5 x Unit Width = _____ or 150 sq.ft. which ever is less)

Width of Building Front Wall: _____ Area of Proposed Signs (this permit): _____

Total Area of Existing Signs: _____ Total Site/Unit Sign Area: _____

Name and Address of Property Owner: (Authorization required if different than applicant)

Company Name _____

Contact Person: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email: _____

The undersigned Owner agrees that the applicant shall, for the sole purpose(s) set forth herein, have the full authority to act as an agent for the property owner shall be, for all purposes set forth herein, deemed an agent in the direct employment of the above-referenced for the following purposes (provide a complete description of the scope of the agency relationship): and shall have full power and authority to act in the name of the above-referenced, make application(s), receive information and notices, represent, and bind same in any matters falling within the scope of the purpose(s) set forth herein above

Owners Signature: _____ Date: _____

Name and Address of Applicant: (Print Full Address)

Company Name: _____

Contact Person: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email: _____

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.

Applicants Signature: _____ Date: _____

Planning Division Approval: _____ Date: _____

(REVISION 01/2022 ALL OTHER VERSIONS ARE OBSOLETE)



CITY OF MENTOR

APPLICATION FOR SIGN PERMIT

SIGN PERMIT INSTRUCTIONS

APPLICATION FOR PERMIT:

A permit application shall be made to the Department of Planning and Development and shall contain and have attached the following information and documentation:

- Name, address and telephone number of the applicant.
- Name of the person erecting the sign and any related structure.
- Written consent of the owner of the building, structure, or land to which or on which the sign and/or any related structure is to be erected, if different from the applicant.
- The location of the building, structure, or lot to which or upon which the sign and any related structure is to be attached or erected.
- A drawing depicting the position of the sign, proposed lighting (inclusive of bulb wattage), and any related structure in relation to any buildings, structures, streets or drives within a distance of one hundred fifty (150) feet, measured in a straight line without regard to intervening buildings, structures, streets or drives.
- Two blueprints or ink drawings of the plans and specifications and method of construction and attachment of the sign and any related structure to the building or upon the ground.
- A rendering of the proposed copy or written representation of the proposed copy sufficient to ascertain compliance with the provisions of this chapter.
- A rendering and/or physical samples showing the exact colors to be used.
- If the sign is to be internally illuminated or is an electronic message center, a manufacturer's certification that the luminance will not exceed the limits set forth in §1171.16(J).
- Any information, calculations, or documentation required by the Building Code and any other applicable ordinances of the City.

Signs may further require a permit issued pursuant to the Building Code. The information herein required and permit is in addition to and independent of any information and permit required by the Building Code.

PERMIT REQUIRED

- Except as provided in §1171.07, it shall be unlawful for any person to erect any sign and/or any related structure without first obtaining a permit from the Department and making payment of the fee required by §1129.04 of this Code.
- The fees set forth in §1129.04 shall be doubled in the event a sign is erected prior to issuance of a permit pursuant to §1171.09, however, the payment of said fees shall not relieve any person from complying with other provisions of this chapter or from the penalties prescribed by law.
- No permit is required for repair, repainting, or other maintenance that does not alter a sign.
- No permit is required to change a sign's copy provided that no changes are made to the sign structure. In the event the sign and copy are effectively one and the same (for example, a wall sign constructed of channel letters), then an application for a permit must be made.
- No permit is required for sign types that are permitted to be of temporary construction.

FEES AND DEPOSITS:

- A \$50.00 sign permit fee for each sign and a \$60.00 deposit for one (1) sign and \$100.00 deposit for more than one (1) sign. Sign deposits will be refunded once the sign permit has been inspected.
- A \$40.00 electrical permit fee for all illuminated signs.
- State assessment fees of three (3) percent on all permit fees excluding the deposit fee.
- Contact the Department of Planning and Development at 440 974 5740 with any fee questions.

INSPECTIONS:

- Sign inspections can be scheduled by calling Department of Planning and Development at 440 974 5740 with the permit number and/or address of the property.

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