



2829 Minerva Lake Rd. • Columbus OH 43231
614-882-5743 • 614-882-0701 fax

MAYOR
Lynn Eisentrout

CLERK-TREASURER
Suzanne Coulter

Sign Permit

Property Owner	Date	Permit #
Address	Sign Installer	
Phone	Address	
Sign Owner	Phone	
Address	Address of Property for Sign	
Phone	Application to <input type="checkbox"/> Erect <input type="checkbox"/> Move <input type="checkbox"/> Alter <input type="checkbox"/> Repair Sign	
Signage Duration <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary (max. _____ mo.)	Signage Type <input type="checkbox"/> Wall <input type="checkbox"/> Free-standing <input type="checkbox"/> Window <input type="checkbox"/> Projecting Nameplate	
Signage Specs	Location Specs	Electrical Specs
_____ Height _____ Width _____ Depth _____ Weight _____ Total area (sq.ft.) _____ Height (from grade to top of sign) _____ Setback (from right-of-way to nearest edge of sign)	_____ Property frontage (linear feet) _____ Existing number of signs on property Area (sq.ft.) of EACH existing sign:	_____ # Illum. _____ Interior illum. _____ Direct illum. Transformers: _____ Capacity _____ Wattage Note – If sign is illuminated, an electrical permit is required, and all work must comply with the National Electric Code.

Additional Information Required (in duplicate)

- Scale drawing or print of proposed graphic.
 - Wall signs – Drawing or photo of building face with dimensions for signage, including anchorage details. (Note – Call for final inspection after sign is in place.)
 - Free-standing signs – Plot plan showing lot lines, existing structures, location of sign on lot, and foundation support details. (Note – Call for foundation inspection after excavation is made, and call for final inspection after sign is in place.)
- Note – Call for required electrical inspections before covering finished work.

Date _____

Signature _____

Office Use Only

Permission is hereby granted or denied to do the above work according to the conditions hereon and according to the approved plans and specifications pertaining thereto, subject to compliance with the Ordinances of the Village of Minerva Park OH, regulating the construction, installation, repair, and alteration of signs. This permit may be removed at any time, upon violation of any provision of said ordinances.

Fee \$	Date Paid	Zoning Commission	Council Approvals	Inspector
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