



Charles E. Smith, Mayor  
Louis Hovancsek, Chief Building Official

# VILLAGE OF WOODMERE

## BUILDING DEPARTMENT

27899 Chagrin Boulevard  
Woodmere Village, OH 44122  
Phone: 216.831.9511 ext 235 Fax: 216.292.7023

### SIGN APPLICATION

(Permit will include ONLY such sign as detailed in this application)

Permit # :	Area of Sign:	Fee:	Date:
------------	---------------	------	-------

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

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

Location of Sign: \_\_\_\_\_ Area of Existing Sign(s) if any: \_\_\_\_\_

Frontage and Dept of Building: \_\_\_\_\_

Type of Sign (check all that apply):  
 Wall or Panel Sign    Window Sign    Canopy Sign    Roof Sign  
 Projecting Sign    Ground Sign    Pole Sign    Marquee Sign    Political Sign

Sign Classification: Indicate Size of Sign \_\_\_\_\_

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Name Plate                 | <input type="checkbox"/> Bulletin Board | <input type="checkbox"/> Real Estate           | <input type="checkbox"/> Development   |
| <input type="checkbox"/> Sold Sign                  | <input type="checkbox"/> Business Sign  | <input type="checkbox"/> Project Sign          | <input type="checkbox"/> Directional   |
| <input type="checkbox"/> Poster, Panel or Billboard | <input type="checkbox"/> Temporary      | <input type="checkbox"/> Industrial or Service | <input type="checkbox"/> Informational |

Property Owner's Name: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

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

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

Contractor Name: \_\_\_\_\_

Contractor Representative: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ (Registration, BWC Certificate, Certificate of Insurance REQUIRED)

Application is hereby submitted for a permit to erect or alter a structures as described in this application and all accompanying paperwork/drawings which are part of this application.

Contractor's Signature \_\_\_\_\_

Date \_\_\_\_\_

**All fees must in the form of a company check, certified check, cash, or money order.  
We DO NOT accept personal checks or credit cards.**

## ADDITIONAL REQUIREMENTS

No person shall erect, alter, relocate or maintain within the Municipality any commercial or identification sign or other advertising structure without first obtaining approval from the Planning & Zoning Commission and obtaining a sign permit from the Village of Woodmere and making payment of the required fee.

**Regular Planning and Zoning meetings are held on the second Wednesday of each month (with the exception of August) at 7:30 PM. All submissions are due at the Village Hall Building Department, 27899 Chagrin Blvd., two weeks prior to this date. A representative MUST be present at the Planning & Zoning Meeting for plans to be reviewed.**

Submit a sketch on 8 ½ x 11" Sheet (to scale) of the proposed sign showing the size, characters, color lines and symbols. The applicant must submit a plot plan, showing location of building and sign with details and specifications with respect to illumination (if any), construction and attachment as required by the building Code in compliance with Ordinance #1994-41.

Seven sets (to scale) of the following documents:

- Site plan showing position of the sign or other advertising structure in relation to nearby buildings or structures;
- Scale drawing of proposed signage showing all text and graphics, with color scheme and samples, specifications and method of construction and attachment to the building or method of installation in the ground. Documentation should include erection, frontage, installation specifications and picture of adjoining businesses where proposed sign will be located;
- Consent of the owner of the building, structure or land to which or on which the structure is to be erected if the application is made by someone other than the owner.

---

### ALTERATION TO SIGN SIZE OR ADVERTISING COPY

Number of faces \_\_\_\_\_ x \$50.00 = \_\_\_\_\_

Subtotal \_\_\_\_\_ x 1.03 (3% State surcharge) = \_\_\_\_\_

### GROUND SIGNS - per square feet, per face

Total sq. Ft. of all faces \_\_\_\_\_ x \$3.00 = \_\_\_\_\_ (Minimum \$150.00) = \_\_\_\_\_

Subtotal \_\_\_\_\_ x 1.03 (3% State surcharge) = \_\_\_\_\_

### ALL NEW SIGNS EXCEPT PERMANENT GROUND OR TEMPORARY - per square feet each side; per face

Total Sq. Ft of all faces \_\_\_\_\_ x 3.00 = \_\_\_\_\_ (Minimum (\$70.00)) = \_\_\_\_\_

Subtotal \_\_\_\_\_ x 1.03 (3% State surcharge) = \_\_\_\_\_

### TEMPORARY SIGN OR LEASING/FOR SALE SIGN

Number of Signs \_\_\_\_\_ x \$20.00 = \_\_\_\_\_

Subtotal \_\_\_\_\_ x 1.03 (3% State surcharge) = \_\_\_\_\_

### INTERIOR SIGNS (electrical/neon)

Number of Signs \_\_\_\_\_ x \$20.00 = \_\_\_\_\_

Subtotal \_\_\_\_\_ x 1.03 (3% State surcharge) = \_\_\_\_\_

**SIGNS - Repaired or Restored with no Change in Size, Location or Advertising Copy  
NO CHARGE**