Sign Permit Requirements

Requirements for Temporary Signs:

- Completed sign permit application form
- Color photograph and/or drawing of the proposed sign
- Sign Permit fee (see Sign Permit fees below)

Note: Temporary sign permits are valid for 180 days from date of issuance.

Requirements for Permanent Signs:

- Completed sign permit application
- Six (6) copies of photograph(s) showing location of proposed sign
- Six (6) copies of scaled color drawing(s) of proposed sign
- $50 Architectural Review Board fee
- Sign Permit fee (see Sign Permit fees below)

For free-standing signs:
- Site plan of property showing proposed location

For wall signs:
- Drawing showing setback of building from the centerline of street
- Drawing showing lineal frontage of building or unit
- Drawing showing total area of any existing sign(s)
- Drawing showing building front with proposed sign represented

All Permanent Sign permit applications must be heard and approved by the Architectural Review Board (ARB). Applicant will be notified by mail as to the date and time of the hearing. The ARB hearings are typically held on the second Tuesday of each month at 8:30 A.M. The cost of the ARB fee is $50.

Once the Architectural Review Board approves the proposed sign, and it is determined that it complies with current zoning codes, the Building Department will issue a sign permit. The sign permit fee will be due at that time.

Sign Permit Fees

(1) Temporary (portable) $50.00
   No Temporary Signs May be Illuminated

(2) Temporary – Non-Profit Organization $5.00

(3) Permanent – Base Fee $35.00
   (A) Plus one dollar ($1.00) per square foot per side
   (B) Plus Zoning Fee $50.00
   (C) Plus Electrical Fee $50.00
The Village of
BROOKLYN HEIGHTS
small village, big community

Michael S. Procuk
Mayor
mprocuk@brooklynhts.org

Nino Monaco, Building Commissioner

345 Tuxedo Avenue Brooklyn Heights, Ohio 44131 ♦ Office: (216) 749-4300 ♦ Fax: (216) 741-3753

SIGN PERMIT APPLICATION

Permit #: ____________________________ Fee: ____________________________ Date: ____________________________

Permanent Parcel #: ___________________________________________________________

Property Address: _______________________________________________________________

Estimated Cost of Work: _______________ Type of Sign (check all that apply): ☐ Wall Sign ☐ Ground Sign ☐ Pole Sign
☐ Roof Sign ☐ Projecting Sign ☐ Billboard ☐ Illuminated Sign ☐ Temporary Sign ☐ Permanent Sign

SIGNS PERMANENT IN NATURE MUST BE REVIEWED BY THE ARCHITECTURAL REVIEW BOARD

Property Owner Name: _________________________________________________________

Property Owner Address: _____________________________________________________

City __________________ State ______ Zip __________________

Phone: _______________________________________________________________________

Applicant Name: _____________________________________________________________

Applicant Address: __________________________________________________________

City __________________ State ______ Zip __________________

Phone: _______________________________________________________________________

Contractor Name: ____________________________________________________________

Contractor Representative: ___________________________________________________

Contractor Address: __________________________________________________________

City __________________ State ______ Zip __________________

Phone: _______________________________________________________________________

Fax: _______________________________________________________________________

(Registration, bond, and certificate of insurance required)

Description of work to be completed: _____________________________________________

Application is hereby submitted for a permit to erect or alter a structure as described in this application and all accompanying paperwork/drawings which are part of this application. The undersigned agrees to build in accordance with all applicable codes, ordinances of the Village, and laws of the State, and to request inspections as required, and to adhere to plans and specifications as submitted with any corrections, and understand that any violation of these conditions voids the permit. The undersigned swears and affirms that the information herein is true and accurate and acknowledges that the filing of an application containing false or incorrect information with the intent to avoid the licensing, permit, or tax requirements of the State or this Village is falsification and voids this permit. Additional permits may be required.

It is hereby specifically agreed that the undersigned will notify the Building Department to inspect the following: footings, foundations, waterproofing, sewers, fire protection systems, plumbing, electrical, and drains before drywall; fixtures, furnaces, boilers, and any other things specified by the Building Department.

Contractor Signature___________________________________________________________ Date____________________

All fees must be in the form of company check, certified check, or money order.

______________________________ Approved/Date