

Application Number \_\_\_\_\_

Approved By \_\_\_\_\_

Sign Permit Number \_\_\_\_\_

Date \_\_\_\_\_

**City of Wooster Development Department  
Planning and Zoning/Building Standards Division**

City of Wooster Municipal Building  
Planning and Zoning/Building Standards  
538 North Market Street

PERMIT APPLICATION FOR: **SIGN PERMIT**

Wooster, Ohio 44691  
330.263.5241 or 330.263.5238 Fax: 330.263.5274

**INSTRUCTIONS:** ALL REQUIRED INFORMATION MUST ACCOMPANY THIS APPLICATION. COMPLETE THE APPLICABLE **BLUE BOXES** ON BOTH SIDES.

**Project Address:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Owner  
or  
 Lessee  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
City/State/ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contractor  
or  
 Agent  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
City/State/ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_  
State of Ohio Trade Registration/License No. \_\_\_\_\_ Expires: \_\_\_\_\_

Architect  
or  
 Engineer  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
City/State/ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

**SIGN CHARACTERISTICS:**

Building Mounted  Freestanding  Illuminated or Electric  Combustible  Non-Combustible

Face area: \_\_\_\_\_ Total Sign Area: \_\_\_\_\_ Overall Height: \_\_\_\_\_

Describe type of business and sign details: \_\_\_\_\_  
\_\_\_\_\_

# Instructions, Fees and Signature Validation:

**SIGNS LOCATED IN THE C-4 (CENTRAL BUSINESS) ZONING DISTRICT, ON NORTH MARKET ST. OR ON ANY HISTORIC PROPERTIES WILL NEED TO BE APPROVED BY THE DESIGN AND REVIEW BOARD, WHICH MEETS MONTHLY. PLEASE CONTACT THE PLANNING AND ZONING DIVISION FOR MORE DETAILED INFORMATION CONCERNING SUBMISSION REQUIREMENTS.**

**FEES:** SEPARATE PERMITS ARE REQUIRED FOR EACH SIGN STRUCTURE AND AN ELECTRICAL PERMIT MAY BE REQUIRED.  
SIGN FEE: \$82.40 (Includes 3% state OBC charge)      TEMPORARY SIGN FEE: \$41.20 (Includes 3% state OBC charge)

ALL APPLICANTS MUST COMPLY WITH THE FOLLOWING INSPECTION SCHEDULE:

- Footing (if applicable)
- Foundation (if applicable)
- Final sign
- Electrical underground or rough (if applicable)
- Electrical Final (if applicable)

- WORK SHALL NOT PROCEED UNTIL THE INSPECTOR HAS APPROVED THE VARIOUS STAGES OF CONSTRUCTION.
- PERMITS SHALL BECOME NULL AND VOID IF CONSTRUCTION IS NOT STARTED WITHIN 12 MONTHS.
- INSPECTIONS INDICATED CAN BE ARRANGED BY **CALLING 330.263.5241**.
- ALLOW 48 HRS. SCHEDULING NOTICE.

**Signature (must have valid signature)**

**VALIDATION:**

1. I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as the agent on his behalf and attest to the correctness of the data furnished.
2. I agree to conform to all applicable laws of the City of Wooster, all applicable codes and provisions stated in this application. I agree to obtain all required inspections. I agree to have a licensed electrical contractor obtain electrical permits (where applicable).

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ZONING INFORMATION (TO BE COMPLETED BY PLANNING & ZONING/BUILDING DIVISION)**

ZONING DISTRICT \_\_\_\_\_ DESIGN AND REVIEW DATE \_\_\_\_\_ CONFORMING \_\_\_\_\_

FRONT \_\_\_\_\_ REAR \_\_\_\_\_ SIDE \_\_\_\_\_ SUM SIDE YARD \_\_\_\_\_

ZONING REVIEW BY: \_\_\_\_\_ DATE: \_\_\_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_

**Notes:**

