

# APPLICATION FOR SIGN PERMIT

(A SEPARATE APPLICATION MUST BE FILED FOR EACH TYPE OF SIGN)



Address of Project: \_\_\_\_\_

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

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Email: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

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

Property Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Are you a New Tenant?    Yes    No

Lot Frontage: \_\_\_\_\_

Materials: \_\_\_\_\_

Building Frontage: \_\_\_\_\_

Building Setback: \_\_\_\_\_

Number of Faces: \_\_\_\_\_

Top of New Sign from Grade: \_\_\_\_\_

Manner of Fastening: \_\_\_\_\_

Cost of Sign: \_\_\_\_\_

## Type of Proposed Sign (circle)

Free Standing  
Wall  
Roof  
Other

Projecting  
Marquee  
Off-Site  
Internal Illumination

Billboard  
On-Site  
Canopy/Awning  
Reface Only

## Actual Dimensions of Proposed Sign(s)

Quantity: \_\_\_\_\_ Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_ Total Area: \_\_\_\_\_

## Actual Dimensions of Similar Existing Sign(s) (if applicable)

Quantity: \_\_\_\_\_ Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_ Total Area: \_\_\_\_\_

**Sign Full Name**    **\*Processing time: 7-10 business days**

By signing this application, I acknowledge that I am authorized by the owner to make this application. I agree to allow City of Troy employees to enter the property in order to complete necessary inspections. I agree to conform to all applicable laws of the City.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Development Department  
102 S. Market St.  
Troy, OH 45373  
Phone: (937) 339-9481  
Fax: (937) 339-9341  
www.troyohio.gov

**Office Use Only**

**Zoning District:** \_\_\_\_\_

**Permit Issued By:** \_\_\_\_\_

**Historic District**

**Date:** \_\_\_\_\_

- Yes
- No

**Refer to Permit No:** \_\_\_\_\_

**Flood Zone**

- Yes
- No

**Approval Contingent Upon the Following:**

Sign Fee	\$25.00
Total Sq. Ft. X \$0.50 (excludes reface)	
Total Amount	
<u>Date:</u>	<u>Receipt No.</u>

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