



**THE CITY OF MAYFIELD HEIGHTS
BUILDING DEPARTMENT
6154 Mayfield Road, Mayfield Heights, OH 44124
Phone: 440-442-2626 ext. 210 ~ Fax: 440-442-7662**

Requirements for Submitting Sign Applications

PLEASE NOTE: Wall signs must receive approval from the Architectural Board of Review prior to a permit being issued. The review process is a separate submittal.

The following information and documents *MUST BE SUBMITTED* for sign permit approval:

1. Setback of building from the center line of the road it fronts on.
2. Lineal frontage of building or unit.
3. Total area and description of all signs now on the building or property.
4. The attached application with the required drawings. A separate application must be completed for each sign.
5. The approval of the property owner, either by letter or a signed drawing.
6. Submit photograph of building showing all existing signs.
7. Submit photograph of building showing the location of the proposed sign.
8. Drawings: drawings must include one (1) color sketch of the elevation showing the proposed sign with all dimensions (height, length, size of letters, etc.).
9. For a new free-standing wall sign (ground/monument sign) a site plan of the property and proposed location of the sign must be included with your sign drawings. Also show the distance from the edge of the sign/wall to the right-of-way.
10. Please show all measurements in feet not inches.
11. Wall signage must be drawn on the building elevation to scale.

PLEASE NOTE THE FOLLOWING:

1. All signs shall comply with The City of Mayfield Heights Codified Ordinances; Chapter 1191; *Signs* and/or the Mayfield Heights Commercial Corridor Design Manual. (*both can be viewed on [www.mayfieldheights.org/ Departments; Building](http://www.mayfieldheights.org/Departments; Building)*)
2. All signs shall comply with the latest edition of the National Electric Code, NFPA 70, specifically, Article 600; *Electric Signs and Outline Lighting*.
3. All sign applications will be reviewed by the Director of Building for code compliance and must receive approval from the Director and the Public Safety Director before a permit will be issued.

<u>PERMIT FEES:</u>	Up to 24 sq. ft.\$51.50	60 sq. ft. & up\$103.00
	25 to 60 sq. ft.....\$77.25	Ground Sign\$103.00

Fees include the 3% state surcharge.

Make all checks payable to The City of Mayfield Heights.

THE CITY OF MAYFIELD HEIGHTS SIGN PERMIT APPLICATION

ADDRESS: _____ Mayfield Heights, OH 44124

NAME OF BUSINESS: _____

WALL SIGN			
(complete sign face in feet) height ft. length ft.	TOTAL AREA: sq. ft.	HEIGHT ABOVE WALK:	
ILLUMINATED? <input type="checkbox"/> NO <input type="checkbox"/> EXTERNAL <input type="checkbox"/> INTERNAL	SIGN MATERIAL:		
COLORS: (limit four, including background):			
LOCATION OF SIGN ON BUILDING (north, south, east or west wall):			
UNIT/BUILDING FRONTAGE: ft.	STREET THAT SIGN FRONTS ON:	SETBACK FROM CENTER LINE OF STREET: ft.	

GROUND SIGN			
HEIGHT OF COMPLETE SIGN FACE (each side): ft.	LENGTH OF COMPLETE SIGN FACE (each side): ft.	TOTAL AREA: sq. ft.	
DOUBLE SIDED? <input type="checkbox"/> YES <input type="checkbox"/> NO	COLORS (limit four, including background)		
FREE STANDING WALL: <input type="checkbox"/> PROPOSED <input type="checkbox"/> EXISTING	HEIGHT:	LENGTH:	
SETBACK FROM RIGHT-OF-WAY: ft.	HOW WILL SIGN BE MOUNTED:		

What is the sign to advertise (state wording exactly): _____

Are there any other signs on this building or property advertising this business? YES NO

If yes, state the size and character of each sign: _____

Are there any other businesses in the same building? YES NO If yes, state the size and character of each sign:

_____ (a photograph of said signs must be included with application)

Any other pertinent description or information: _____

BUSINESS OWNER	
NAME:	ADDRESS:
CITY, ST, ZIP:	PHONE:
PROPERTY OWNER	
NAME:	ADDRESS:
CITY, STATE, ZIP:	PHONE:
SIGN COMPANY/INSTALLER	
NAME:	ADDRESS:
CITY, STATE, ZIP:	PHONE:

* Please assure that the application is filled out COMPLETELY and the following have been addressed:

1. The application has been filled out completely.
2. Setback of building from the center line of the road it fronts on.
3. Lineal frontage of building or unit.
4. Total area and description of all signs now on the building or property.
5. The application with the required drawings. A separate application must be completed for each sign.
6. The approval of the property owner, either by letter or a signed drawing.
7. Submit photograph of building showing all existing signs.
8. Submit photograph of building showing the location of the proposed sign.
9. Drawings: drawings must include one (1) color sketch of the elevation showing the proposed sign with all dimensions (height, length, size of letters, etc.).
10. For a new free-standing wall sign (ground/monument sign) a site plan of the property and proposed location of the sign must be included with your sign drawings. Also show the distance from the edge of the sign/wall to the right-of-way.
11. All measurements on the application must be shown in feet not inches.

NOTE: *the location of property lines and/or the existence of easements are the responsibility of the property owner and/or contractor.*

SIGNATURE OF APPLICANT	PRINT NAME	DATE
FEES: (includes 3% State surcharge)	Up to 24 sq. ft.\$51.50 25 to 60 sq. ft.\$77.25	60 sq. ft. & up.....\$103.00 Ground Sign\$103.00

FOR CITY USE ONLY:

<input type="checkbox"/>	APPROVED	<input type="checkbox"/>	APPROVED, AS NOTED
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DATE:	
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Braden Thomas, Director of Building

DATE:	
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Mayor Anthony DiCicco, Public Safety Director

DATE ISSUED: _____ PERMIT NO: _____