



## City of Aurora, Ohio - Planning, Zoning and Building Division

129 W. Pioneer Trail, Aurora, OH 44202 330.562.9564 Fax: 330.562.9719 www.auroraoh.com

### SIGNS

#### APPLICATION SUBMITTALS

**SIGNS** require submittal of the following:

1. Completed Building Permit Application.
2. A \$100.00 non-refundable deposit. Make checks payable to City of Aurora.  
**NOTE:** *This is an application deposit only. Additional fees may be owed upon issuance of permit. A separate application and deposit is needed for each sign.*
3. **NINE** Sets of Plans that include the following:
  - a. Color drawing (or black/white drawing with color chips) of proposed sign.
  - b. Drawing indicating how the sign will be secured to building, fence, etc.
  - c. Electrical drawing if the sign is to be illuminated.
4. A Site Plan showing the proposed sign location and/or building elevation as required.
5. Photograph that shows the location of the proposed sign.
6. Approvals necessary prior to issuance of a permit:
  - a. Zoning
  - b. Architectural Board of Review\*\*
  - c. Planning, Zoning and Building Division Director
7. All contractors/subcontractors must be registered with the Planning, Zoning & Building Division.
8. Inspections required:
  - a. Footer (if applicable)
  - b. Rough Electric (if applicable)
  - c. Final – **Please call the office after installation to schedule this inspection.**

**\*\*All Signs must be approved by the Architectural Board of Review. ABR meets on the fourth Thursday of each month except for November and December when it meets on the second Thursday of the month. ABR submittal deadline is before noon fourteen (14) days prior to the meeting.**

PERMIT # \_\_\_\_\_  
Temporary Permit# \_\_\_\_\_  
Zoning \_\_\_\_\_



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### BUILDING PERMIT APPLICATION FOR SIGNS

**PLEASE PRINT:**

Project Address: \_\_\_\_\_ SPACE NO. \_\_\_\_\_  
Tenant/Lessee: \_\_\_\_\_  
Owner's Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Owner's Signature: \_\_\_\_\_ Phone \_\_\_\_\_  
Owner's Address: \_\_\_\_\_  
General Contractor Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email: \_\_\_\_\_

**PROJECT INFORMATION:**

Length \_\_\_\_\_ Width \_\_\_\_\_ Total Square Footage \_\_\_\_\_  
Lineal Feet of Building Frontage \_\_\_\_\_ Height Above Grade \_\_\_\_\_  
Type of Sign: \_\_\_\_\_  
Location of Sign: \_\_\_\_\_  
Material \_\_\_\_\_ Illuminated: Yes \_\_\_\_\_ No \_\_\_\_\_  
Double Sided Sign: Yes \_\_\_\_\_ No \_\_\_\_\_

Acceptance of the permit herein applied for shall constitute an agreement on my/our part to abide by all conditions herein contained and to comply with all ordinances of the City of Aurora and the laws of the State of Ohio relating to all work to be done thereunder; and said agreement is a condition of said permit.

Applicant Signature \_\_\_\_\_  
Sign & Print Name \_\_\_\_\_ Owner/Agent \_\_\_\_\_

**PLEASE PROVIDE SAMPLES OF ALL EXTERIOR MATERIALS AT ABR MEETING.**

**ALL CONTRACTORS/SUBCONTRACTORS MUST BE REGISTERED WITH THE CITY OF AURORA BEFORE PERMITS ARE ISSUED.**

**NAME AND ADDRESS**

**GENERAL** \_\_\_\_\_ **CR#** \_\_\_\_\_  
**ELECTRICIAN** \_\_\_\_\_ **CR#** \_\_\_\_\_  
**OTHER** \_\_\_\_\_  
**OTHER** \_\_\_\_\_

**FOR PLANNING, ZONING & BUILDING DIVISION USE ONLY**

**DATE APPLICATION RECEIVED** \_\_\_\_\_  
**RECEIVED BY** \_\_\_\_\_ **DEPOSIT AMOUNT** **\$100.00**  
**CHECK NO.** \_\_\_\_\_ **CASH** \_\_\_\_\_ **CREDIT CARD** \_\_\_\_\_

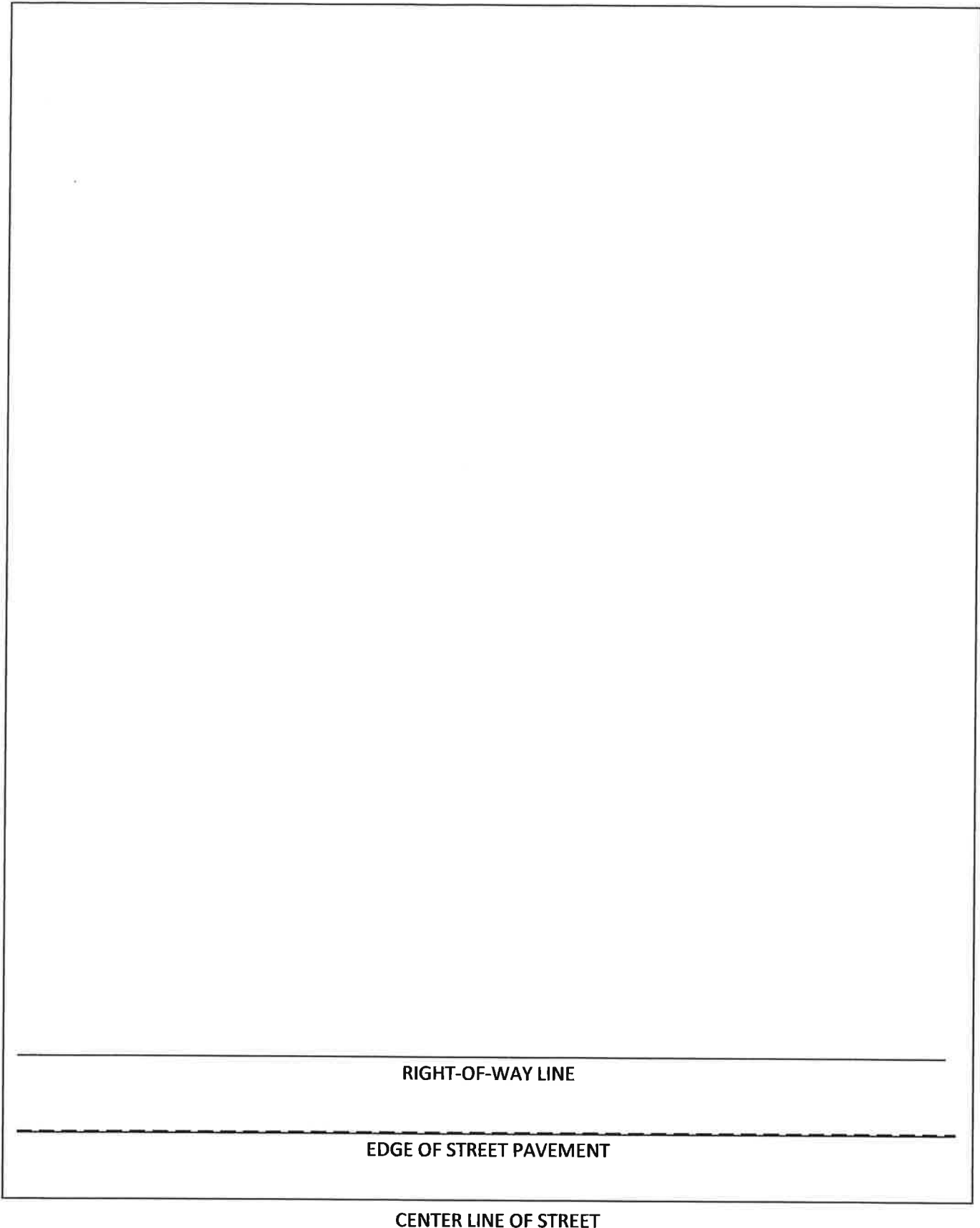
Com Sign	\$	100.00
Com Zoning	\$	100.00*
3% State Fee	\$	3.00
<b>SUBTOTAL</b>	<b>\$</b>	<b>203.00</b>
<b>Deposit</b>	<b>- \$</b>	<b>100.00</b>
<b>TOTAL</b>	<b>\$</b>	<b>103.00</b>

**PERMIT PAID BY:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**DATE:** \_\_\_\_\_  
**CHECK NO.** \_\_\_\_\_  
**CASH** \_\_\_\_\_ **CREDIT CARD** \_\_\_\_\_

**\*Do Not Charge Tax on Zoning.**

# SITE PLAN



1. SHOW LOCATION OF ALL EXISTING STRUCTURES: HOUSE, GARAGE, DRIVEWAY, ACCESSORY BLDGS., ETC.
2. SHOW LOCATION OF PROPOSED STRUCTURE AND HOW MANY FEET FROM ALL PROPERTY LINES