



Building Sign Application

The Building Department
9543 Broadview Road • Broadview Heights, OH 44147
440-526-6864

Office Use

Date Received: _____

Fee Amount: _____

Permit No.: _____

Project Value \$ _____

Business Name _____

New Sign Replacement Sign Temporary Sign (only good for 30 days)

Temporary Sign Start Date: _____

End Date: _____

Project Site

Property Address _____

Broadview Hts. OH, 44147

City/State/Zip _____

Auditor Parcel Number(s) (APN/PPN) _____

Zoning District _____ Sub Lot # _____

Part of an HOA Yes No (By not checking or checking no you are assuming full responsibility for any lack of approval)
If yes, then please provide a **letter from the HOA** agreeing with the proposed project.

Property Owners Information

Name _____

Phone _____

Address _____

Email _____

Property Owner(s) Signature For Approval _____

Tenant(s) Information

Name _____

Phone _____

Address _____

Email _____

Business/Tenant Owner(s) Signature For Approval _____

Sign Contractor Information

Business Names _____

Point of Contact Name _____

Phone _____

Address _____

Email _____

Electrical Contractor Information

Business Names _____

Point of Contact Name _____

Phone _____

Address _____

Email _____

Building Sign Application Continued

Additional Contractors/Subs:

Every contractor and subcontractor needs to be registered, bonded, insured & licensed by the City of Broadview Heights.

If you need to list additional contractors, please use the form "Additional Contractors/Subs Form" that can be found online.

Sign "A": Wall Ground Monument
_____ Width _____ Height _____ Area (Sq. ft.)

Lights: Yes No Internal External Both

Sign "B": Wall Ground Monument
_____ Width _____ Height _____ Area (Sq. ft.)

Lights: Yes No Internal External Both

Sign "C": Wall Ground Monument
_____ Width _____ Height _____ Area (Sq. ft.)

Lights: Yes No Internal External Both

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- A. **The permit holder is responsible for scheduling all inspections.**
 - B. If the homeowner obtains the permit on behalf of a contractor, you are liable for all work including any violations or any uncompleted work.
 - C. General contractors and subcontractors must be registered with the Building Department and are required to be bonded, insured and registered with R.I.T.A.
 - D. As the permit holder you are responsible to obtain the necessary approval of all the Committees, Boards or Associations that may have restrictions on the work covered by this permit and assume full responsibility for any lack of approval.
 - E. The permit holder shall be responsible to immediately notify the Building Department as to any changes to the approved permit (i.e. plans, contractor or subcontractors).
 - F. For purpose of reviewing, approving or disapproving this application and or request the applicant hereby agrees, consents and grants right of entry to the above described premises to the necessary and appropriate City representatives.
 - G. Use of unregistered or unlicensed contractors or subcontractor are cause for refusal or revocation of this application and permit and may result in work stoppage, court citations or both.
 - H. **I know the location of my property lines. The accessory structures will be placed on my property, maintaining the appropriate setbacks and side yards.**

By signing below, I understand all of the above statements (A through H) and that any misrepresentation of data, facts or violations of the Ordinances of the City of Broadview Heights, the State of Ohio Board of Standards, the Building, Mechanical, Plumbing and Residential Codes of Ohio.

Applicant's Printed Name

Date

Applicant's Signature Name

NO WORK IS ALLOWED TO BE STARTED UNTIL A PERMIT IS ISSUED. YOU CAN NOT START WORKING BEFORE THE PERMIT IS APPROVED, PAID FOR AND IS ISSUED.

Building Sign Application Continued

Instructions and Additional Information

The application and form must be typed or clearly written in blue or black ink. If an application is submitted and is not complete or missing information it can delay processing of the application.

Exterior Work:

A lot drawing of your property **MUST be provided** and specifies the following:

1. Size of the lot and distance between property pins
2. Location of house, garage, sheds, decks and other major structures
3. Location of accessory structures on the property.
4. Locations of swales, drain pipes/tiles, catch basins.
5. Sufficient copies of the drawings must be submitted with the application.

Payment Methods:

Fees can be paid by cash, check or credit card (3.5% service charge a \$0.50 minimum charge).

Credit cards are accepted in person or online. If you would like to pay online go to the City's main web page and click the "Pay Here" icon. Or click the following link which will take you to the pay screen.
<https://pay.bridgепayment.com/64fbb531-7516-46d6-b8c8-c1099bfb78d6/Independent.aspx>

If you are paying in person no payments will be accepted or processed after 4:00 pm.

Codes & Applications:

You may obtain the specific requirements for the projects in the Code of Ordinances of Broadview Heights on the City's Website: www.broadview-heights.org.

All applications are available on the City's Web site www.broadview-heights.org under the Building Department section.

Inspections:

A 24-hour inspection notice is required prior to the time when inspection need to be performed. Please call 440-526-6864 between 8:30 a.m. and 4:00pm to schedule an inspection. **A final inspection is required for all permits.**

§ 1448.09 All construction requiring and authorized by a building permit **shall be fully completed**, inspected and certified as being in conformance with all applicable provisions of the Building and Housing Code **within 12 months of the date of the issuance of the building permit.**