



# 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

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 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

Point of Contact Name \_\_\_\_\_

Business Names \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

## Electrical Contractor Information

Point of Contact Name \_\_\_\_\_

Business Names \_\_\_\_\_

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.

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**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.bridgepayment.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](http://www.broadview-heights.org).

All applications are available on the City's Web site [www.broadview-heights.org](http://www.broadview-heights.org) under the Building Department section.

### **Inspections:**

A 24-hour inspection notice is required 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.**