



SIGN PERMIT SUBMITTAL CHECKLIST

- **Completed zoning certificate application with owners' signature**
- **Ground or pylon signs require site plan signed and sealed by Professional Land Surveyor**
- **Foundation plan for Ground Signs signed and sealed by Ohio Registered Design Professional**
- **If sign is illuminated, electrical plan required signed and sealed by Ohio Registered Design Professional**
- **Elevation views of ground and wall signs showing size, overall height, and number of signs.**
- **Connection details for wall signs and sign awnings**
- **All signage located in the Historic District must be approved by the Design Review Board**
- **Sign Permit application: <http://www.rossplanningandbuilding.com/building-permits.html>**