

PERMIT # _____

**TEMPORARY
PROMOTIONAL
SIGN
PERMIT
APPLICATION**

() SIGN

() BANNER

CODIFIED ORDINANCE 1223



**CITY OF WESTLAKE
BUILDING DEPARTMENT
27700 HILLIARD BLVD.
WESTLAKE, OHIO 44145
PHONE (440) 617-4105
FAX (440) 617-4144**

OFFICE USE ONLY

Date Approved: _____

Date Permit Issued: _____

Permit Fee:

Up to 25 Sq. Ft: \$ 10.00

Over 25 sq. ft. up to 32 Sq. Ft. 25.00

TOTAL PERMIT COST: \$ _____

1000502.4330

PAYMENT METHOD:

() CASH () CHECK

Print ALL information in ink. Applicant to complete all parts. Incomplete applications will delay permit processing. The Westlake Building Department does not enforce deed restrictions, covenants, or subdivision regulations.

PROPERTY OWNER INFORMATION

BUSINESS NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

LOCATION: _____

PHONE: _____

PERMANENT PARCEL #: _____

(If parcel number is unknown, please call (216) 443-7091)

ZONING DISTRICT _____

CONTRACTOR INFORMATION

(Not required if owner is performing ALL work)

COMPANY NAME: _____

REGISTRATION NUMBER: _____

CONTACT PERSON: _____

CONTACT PHONE: _____

ALTERNATE PHONE: _____

FAX NUMBER: _____

ESTIMATED COST OF SIGN: _____

INSTRUCTIONS

1. Draw description of temporary sign/banner including dimensions or attach picture.
2. Maximum of two **THIRTY DAY** temporary promotional signs/banners are permitted annually.
3. Signs/banners shall not be located in public right of way, yards, or roofs.
4. Temporary banners shall be securely placed only on the building's front wall.
5. Temporary signs/banners are not to be illuminated.
6. Portable signs are not permitted.

CC: PROPERTY MAINTENANCE

Draw description of sign/banner:

TOTAL SQUARE FOOTAGE OF SIGN/BANNER: _____ HEIGHT _____ LENGTH _____

The above is a true description of the sign. The acceptance of the permit herein applied for shall constitute an agreement on my part to abide by all conditions herein contained and also to comply with all ordinances set forth by the City of Westlake, and the laws of the State of Ohio relating to the work to be done thereunder and said agreement is a condition of said permit.

APPLICANT SIGNATURE _____ DATE _____