



**SIGN APPLICATION**  
PUBLIC SERVICE & BUILDING DEPARTMENT

**CITY OF WHITEHALL**  
360 S. Yearling Road  
Whitehall, Ohio 43213  
614-237-8612  
Building-Department@whitehall-oh.us  
www.whitehall-oh.us

**APPLICANT MUST PROVIDE AN INKED, TO-SCALE SKETCH SHOWING OUTLINE, LETTERING, LAMPS, SUPPORTS, BRACES, ANCHORS, AND SET BACK/LOCATION ON BUILDING OR LOT. PROVIDE DIGITAL SUBMISSION TO [BUILDING-DEPARTMENT@WHITEHALL-OH.US](mailto:BUILDING-DEPARTMENT@WHITEHALL-OH.US). EACH SIGN SHOULD HAVE ITS OWN SEPARATE APPLICATION.**

<b>PROJECT ADDRESS:</b>		<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>PARCEL #:</b>	<b>(BUSINESS) NAME:</b>			
<b>OWNER:</b>	<b>ADDRESS:</b>	<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE:</b>	<b>E-MAIL:</b>			
<b>CONTRACTOR:</b>	<input type="checkbox"/> N/A	<b>ADDRESS:</b>	<b>CITY:</b>	<b>STATE:</b> <b>ZIP:</b>
<b>PHONE:</b>	<b>E-MAIL:</b>			

**SIGN INFORMATION**

Please check all that apply

- |                                    |  |                                     |                                      |   |
|------------------------------------|--|-------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Wall-flat | <input type="checkbox"/> Free-standing | <input type="checkbox"/> Projecting | <input type="checkbox"/> Illuminated | <input type="checkbox"/> Vinyl Window or Door Graphic |
| <input type="checkbox"/> Roof      | <input type="checkbox"/> Off Premise   | <input type="checkbox"/> Marquee    | <input type="checkbox"/> Temp/Banner |   |

Tenant space width:  ft       Existing resurface       New fixture

Temp/Banner size:  sf      Wall sign height:  ft      Wall sign width:  ft

Sign height from grade:  ft      Ground sign height:  ft      Ground sign width:  ft

Window total glass area:  sf      Window total decal area:  sf

Describe project:

Cost of project: \$

Please note that according to City Codified Ordinance 1127.03(d)(1) window or door graphics shall not exceed 40% of total window glass area, which is calculated for each side of the building.

The undersigned owner/tenant hereby applies for a permit to erect and maintain said sign in compliance with the provisions of Whitehall City Code Sections 1127 and 1333, and does not further covenant and agree to save the City of Whitehall harmless from any and all damages which may arise from or grow out of the erection or maintenance of such sign or anything incident or pertinent thereto, Further, the undersigned owner/tenant agrees for themselves and their successors and assigned, to defend at their own cost every suit in which City of Whitehall is made party and pay any judgment recovered against said City of Whitehall for damages directly or indirectly for the construction or maintenance of such signs, or any incident or pertinent thereto; and such judgment shall be first lien upon the real estate connection with which such sign is erected.

**CERTIFICATION** (Read all sections, sign, date and attach any drawings and/or supporting documents) All permits shall expire one year from the date of issue. A one-time renewal shall be permitted if the original permit has not expired. I fully understand that no excavation, construction, structural alteration, electrical or mechanical installation or alteration of any building, structure, sign, or part thereof and no use of the above shall be undertaken or performed until the permit applied for herein has been approved and issued by the City of Whitehall Building/Zoning Department.

I hereby certify that I am the owner of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to submit this application and attachments as his/her authorized agent and I agree to conform to all applicable laws of the jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s).

Applicant Signature:	Printed Name:	Date:
Phone:	E-mail:	

**This application is subject to review, please expect up to 10 days for this process.  
You will be contacted once review is completed and fees have been calculated.**

<b>STOP - OFFICE USE ONLY</b>	
Application #:	Date & Time:
Permit Fee	\$
Sign Service Fee	\$
<b>TOTAL FEES</b>	<b>\$</b>
(check, money order, exact cash, or debit/credit card)	
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED (LETTER ATTACHED)
<input type="checkbox"/> CONDITIONAL APPROVAL (LETTER ATTACHED)	
CHIEF BUILDING OFFICIAL SIGNATURE	
DATE	