

Sign Permit Application — Permanent and Temporary

P&D Time Stamp Below



CITY OF KETTERING

Planning and Development Department
3600 Shroyer Road • Kettering, Ohio 45429
937-296-2441 • fax 937-296-3240

For Office Use Only		
Permit Number: _____		
Related permit or project _____		
Coordinator Area: _____		
<input type="checkbox"/> PUD	<input type="checkbox"/> Multi-tenant Bldg	<input type="checkbox"/> Has a Sign Policy
Approvals req'd: <input type="checkbox"/> PC/HE	<input type="checkbox"/> BZA	<input type="checkbox"/> ZA
Revised November 2005		

Please complete all items and print clearly

Project Address: _____ Kettering Oakwood

Name of Shopping Center or Commercial Center if Applicable: _____

Business/Occupant Name: _____ Phone: _____

Contractor: _____ Phone: _____

Address: _____ Fax Number: _____

Email: _____

Sign Fabricator (if different from contractor): _____

**Permanent Sign Installation or Face Change (each sign requires a separate permit)
Submit sign detail drawings, elevation drawings and site plans with the application.**

New Sign Face change only within existing sign cabinet or panel

- Type:** Freestanding Ground Sign Building Mounted Sign
- Style:** Single Sided Cabinet Double Sided Cabinet
- Individual Letters (Specify)
- Solid Channel Rear Illumination (halo)
- Flat Panel Painted directly on wall/window
- Directional Menu Board Contains Changeable Copy

Illumination: (check all that apply)

- Internal External Ambient Only
- Neon LED Fluorescent
- Spot or Flood _____

Specifications: width _____ height _____ thickness _____

overall height (ground sign) _____ setback _____

Colors: Specify the colors of all sign elements in the description area below.

Cost of Job \$ _____

Temporary Sign Usage

Temporary signs may be displayed six times per year and 30 days per time.

Type: Ground Sign Wall

Sign Dimensions or Area _____

Ground sign height in feet _____

Date sign will be displayed _____

Date sign will be removed _____

Commercial temporary sign permits cost \$30.00 per use.

Conditional Use temporary signs require a "no fee" permit. Once the first permit each year is issued the applicant may call 296-2441 and report the dates of each subsequent uses.

The printed permit you will receive once the sign is approved contains all the rules and regulations for the type, display and location of temporary signs.

Additional Description for this Improvement

Payment Method and Information

Cash Check VISA Mastercard

Check or Card Number _____

Card Expiration Date: _____ / _____

Amount: \$ _____ Rec'd by _____

Applicant Agreement and Signature

I hereby certify that I am the owner of the subject property, or that upon full knowledge of the owner the proposed work is authorized and the owner has authorized me to act as the owner's agent with power and authority to make this application on behalf of the owner; and further that the owner and, if applicable, the owner's agent agree to conform to all applicable laws of the City of Kettering and State of Ohio; and that all information on this application is true and correct to

Applicant Signature _____

Title or Company _____

Print Applicant Name _____

Date _____