



City of North Ridgeville

Building Department

7307 Avon Belden Rd, North Ridgeville, OH 44039

Phone: (440) 353-0822 Fax: (440) 353-0823



Sign Permit Instructions

Every business may have: A building sign(s) + a business sign (either ground sign or pole sign). There is no charge for changing a sign panel insert for another in an existing sign.

POLE SIGNS:

- May have 60 sq. ft. maximum + 15 sq. ft. of changeable copy
- Minimum 8' height to the bottom of the sign (for visibility)
 - Exception - if there is a drive surface within 18" of the sign, it must be 14' to the bottom
- Height at top cannot exceed height limitations for a building in that zoning district
- Cannot be in or project over the Right of Way
- If the sign is 12' back from the R.O.W. the sign itself may extend to ground level
- May be on single or double pole or post
- Poles, posts must be less than 2/3 the width of the sign

Multi-Tenant Pole or Ground sign:

May have maximum 300 sq. ft.

If there is a multi-tenant pole or ground sign, no individual tenant pole or ground sign is permitted

If existing multi-tenant sign - no charge for changing one panel for another.

GROUND SIGNS:

- May have 50 sq. ft. maximum + 10 sq. ft. of changeable copy
- Maximum 8' height at top of sign
- Minimum 12' back from R.O.W.

BUILDING SIGNS:

For every lineal foot of building frontage 2 sq. ft. of signage is allowed (2:1)

(Example 100 l.f. frontage = 200 sq. ft. signage)

If the building is on a corner lot, signage is allowed on both sides of building at 2:1 or a single sign may be calculated based on frontage of both sides

DIRECTIONAL SIGNS:

- Example: at drives, parking lot, ATM, etc.
- Must be 6 sq. ft. or less
- Must be low so it doesn't block visibility
- No permit fee for Directional Signs

TEMPORARY SIGNS:

Temporary signs are good for 30 days only

Temporary signs must be removed after 30 days; renewal may be obtained for an additional fee

FEES:

See fees listed on Commercial Building Permit Fees page (website or handout)

- Base fee per sq. ft. (minimum listed) + electrical fee (as applicable) Administrative fee & 3% state fee



City of North Ridgeville

Building Department

7307 Avon Belden Rd, North Ridgeville, OH 44039
Phone: (440) 353-0822 Fax: (440) 353-0823



APPLICATION FOR SIGN PERMIT

Permits are required to erect, place or alter (structurally change) a sign.
Application is to be made by the owner, lessee or contractor for proposed sign.
Each sign application shall be made separately.

Each application shall be accompanied by drawings to scale showing:

- The design and layout proposed, including the total area of the sign, size, character and color of letters, lines and symbols.
- The exact location of the sign in relation to the building and property lines, etc.
- The method of illumination, if applicable.

NOTE: All contractors are to be registered with the Building Department for the current year.
Please complete the following and return to the Building Department along with the drawings.

CONSTRUCTION SITE ADDRESS: _____
 Zoning District: _____ Permanent Parcel #: _____
 CONTRACTOR: _____ DATE: _____
 CONTRACTOR ADDRESS: _____
 CONTACT PHONE #: _____ E-MAIL: _____
 PROPERTY OWNER: _____ DATE: _____
 PROPERTY OWNER ADDRESS: _____
 CONTACT PHONE #: _____ E-MAIL: _____

Type of SIGN : Business Industrial Other: _____
 SIGN Style: Ground Pole Wall
 Size of sign: _____ Electrical: YES / NO (Electrician must file separate permit)
 Description: _____

Estimated Cost of Construction: \$ _____

Applicant Signature: _____ Date: _____

Upon the basis of the above application and submitted drawings and statements made by the applicant, the City of North Ridgeville is pleased to grant the above permit, conditionally, if the applicant conforms to the City building codes.

Approved: _____ Date: _____

Total Permit Fee Due: _____