



City of Trotwood, Ohio
3035 Olive Road, Trotwood, Ohio 45426-2600

Department of Planning & Development
Phone: (937) 854-7227 Fax: (937) 854-0574

PERMANENT SIGN PERMIT

Date: _____

FEE: \$100

THE BUSINESS: Business Name: _____

Address: _____ City _____ State ____ Zip _____

Development/Shopping Center: _____

SIGN CONTRACTOR: Name: _____ Phone#: _____

Address: _____ City _____ State ____ Zip _____

Contact Person: _____ Phone: _____

SIGN INFORMATION: Single Faced Double Faced Change of Copy _____

Sign size _____ feet x _____ feet Total area per side _____ sq. ft.

Total Aea _____ sq. ft.

Sign Type: Awning Canopy Construction Sign Electronic Copy

Ground Pylon Marquee Under Marquee Flush Mounted

Other _____

Sign Location: Awning Canopy Ground Marquee

Under Marquee Wall

Sign Construction: Metal Plastic Wood Neon Other _____

Sign height from ground level to top of sign (Ground/Pylon Sign only) _____ feet

Setback from street right-of-way (Ground/Pylon Sign only) _____ feet

Building or store frontage _____ feet Lot width _____ feet

Submit plans and drawings as required by Section 118514 (d) (1) and as described below.

CONTACT PERSON: Name: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

I certify that all information and attachments to this application are true and correct to the best of my knowledge.

Applicant's Signature _____ Email _____

Parcel ID: _____ **Zoning District:** _____ **Permit #** _____

Application is _____ approved _____ not approved. _____ / _____

Case # _____ Planning & Zoning Administrator _____ Date _____

PERMANENT SIGN PERMIT INSTRUCTIONS

When is a Temporary Use permit required?

- ❖ Prior to erecting, altering or relocating any sign.

What do I have to do to receive a permit?

- ❖ Complete a Permanent Sign Permit application and submit to the Zoning Administrator's Office along with three (3) copies of a drawing, sketch or photo of the sign indicating the sign dimensions. Also submit three (3) copies of a drawing showing the location of proposed and existing signs on the site and/or building, all drawn to scale (e.g. 1 inch = 30 feet).
- ❖ The information given on the application should be in compliance with the requirements of Chapter 1185 of the Zoning Code.

What's the next step?

- ❖ When review of the application is completed you will be notified by telephone that the application has been approved and the permit may be picked up, or that additional information is required. The review period is normally a minimum of three (3) business days if sufficient information has been provided with the application.

Additional Permits?

- ❖ A Building Permit from Montgomery County Building Regulations is required prior to installation of the sign. If the sign is electrified, an Electrical Permit Application must also be submitted for approval. Please discuss these issues with the Zoning Administrator. The address is 451 W. Third St., 10th Floor 225.4622.

Questions?

- ❖ If you have any questions a staff member in the Zoning Administrator's Office is available to assist you Monday through Friday from 8:00 a.m. to 4:30 p.m. at 937-854-7227.