



Sign Permit

City of Portsmouth, Engineering Department
728 2nd Street, Room 25, Portsmouth, OH 45662
Phone: 740-354-7557 Fax: 740-354-5383

LOCATION OF CONSTRUCTION

_____ *Address* _____ *Parcel #*

PROPERTY OWNER: _____

CONTRACTOR: _____

Address: _____

Address: _____

City, State, Zip: _____

City, State, Zip: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

APPLICANT: (check one) OWNER CONTRACTOR OTHER (Fill out below)

Name: _____ Phone: _____ Email: _____

Sign Details **(Please attach plans and/or proposed site plan with this application)**

Application being made to: Erect Move Alter

Type of Signage being erected: Wall Ground Projecting Billboard Digital Billboard

Signage Being Erected is: Permanent Temporary

Entire Sign Structure Height from Street Grade _____ Weight _____

Setback (From Right of Way to nearest edge of sign) _____ Cost of Construction _____

Electrical Specifications: No Illumination Interior Illumination Direct Illumination

Plans Prepared By: (check one) Owner/Contractor/Sign Co. Architect Engineer

General Notes: (Please review all notes before signing application)

1. If using contactors on your project, all contractors must have current registration with the City of Portsmouth.
2. Other permits may be required such as a Right-of-Way permit and Floodplain Development permit.
3. If building in the Historic Boneyfiddle District, a Certificate of Appropriateness from the Design Review Board must be obtained prior to the start of any work.
4. Signs attached to the exterior of buildings may be wall signs only and may be located anywhere on the surface of the building. A total sign area shall not exceed more than seventy-five percent (75%) of the total building surface area containing the sign.
5. Base or pole must be behind the setback line and sign not extend over line more than thirty-six inches.
6. Signs shall not project above the roof line (wall signs only).
7. Sign permits are good for one (1) year
8. All permits will expire after one (1) year of inactivity.

I hereby certify that all information in this application is true and complete to the best of my knowledge.

_____ *Signature of Applicant*

_____ *Date*

For Office Use Only

Total Fees Due \$ _____

Application #: _____

Sent/Received: _____ / _____

Approved Partial Approval

Adjudication Letter

Plans Examiner _____ Date _____

Building Official _____ Date _____

Sign Permit Fees

Description	Base Fee	Total Fee
Sign Area 0 - 15 Square Feet	\$40.00	
Sign Area 15 - 30 Square Feet	\$100.00	
Sign Area > 30 Square Feet	\$150.00	
Multiple Signs	\$150.00 + \$40.00 for each additional sign	
Electronic Billboard	\$300.00	
New Electric Service	\$90.00	
3% Board of Building Standards Fee		
TOTAL		