

CITY OF WASHINGTON COURT HOUSE
BUILDING/ZONING DEPARTMENT
105 NORTH MAIN STREET
WASHINGTON COURT HOUSE OHIO 43160
PHONE 740-636-2340 FAX 740-636-2349

SIGN PERMIT APPLICATION

NOTE: If the proposed signage is located within the Downtown Historic District:
*NO Sign Permits will be approved or issued without prior approval from the Historic District
Review Board. Applications for Requests for Approval can be obtained from the
Building/Zoning Department or at www.ci.washington-court-house.oh.us*

INSTRUCTIONS

WHEN RETURNING APPLICATION THE FOLLOWING MUST BE ATTACHED:

STRAIGHT LINE DRAWINGS TO AN APPROPRIATE SCALE DETAILING:

- 1) THE WIDTH OF THE BUILDING FACE(S) THAT ABUT THE STREET FRONTAGE.
- 2) THE DESIGN AND LAYOUT OF THE PROPOSED SIGN(S), INCLUDING THE TOTAL AREA, SIZE, HEIGHT, CHARACTER, MATERIALS AND COLOR OF LETTERS, LINES & SYMBOLS
- 3) THE METHOD OF ILLUMINATION
- 4) THE EXACT LOCATION OF THE SIGN IN RELATION TO THE BUILDING, PROPERTY AND STREET RIGHT OF WAY

PROJECT ADDRESS _____

APPLICANT NAME _____

ADDRESS & PHONE _____

OWNERS NAME _____

ADDRESS & PHONE _____

CONTRACTORS NAME _____

ADDRESS & PHONE _____

PERMANENT ☐

TEMPORARY ☐

TYPE OF SIGN ☐ Free Standing ☐ Mounted ☐ Hanging ☐ Other

TYPE OF ILLUMINATION _____

DIMENSIONS _____

MATERIAL _____

COLOR(S) _____

FONT STYLE _____

IS HISTORIC DISTRICT REVIEW BOARD APPROVAL REQUIRED? _____

Applicants Signature Date

Owners Signature Date

FOR OFFICIAL USE ONLY

APPLICATION: ☐ APPROVED ☐ DISAPPROVED

COMMENTS _____

Building/Zoning, Signature Date