



5200 Springfield Street, Suite 100  
Riverside, OH 45431

Phone: 937-233-1801 Fax: 937-237-5965 [www.riversideoh.gov](http://www.riversideoh.gov)

## Sign Permit Application

PROJECT ADDRESS: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Applicant \_\_\_\_\_

Owner \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Person to contact \_\_\_\_\_

Person to contact \_\_\_\_\_

Phone # \_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

Check if same as applicant information

### Read the statements below and sign to acknowledge agreement.

I hereby attest that all information on this application is, to the best of my knowledge, true and accurate. Additionally, I hereby grant permission for the City of Riverside Zoning Administrator to enter upon the above mentioned property (or as described in the attachment) for the purposes of gathering information related to this application.

Owner Signature: \_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Please Note:** Signs may also require building or electrical permit(s) from the Montgomery County Division of Building Regulations. Please contact their office at **937-225-4622** for more information.

### Please submit the completed application along with the following items:

- One (1) copy of the sign plan, including the location and all dimensions of the sign(s).
- Fee (cash or check made payable to City of Riverside)
  - Permanent Sign(s): **\$2 per SF with minimum of \$40.** (Combined square footage of all signs)
  - Temporary Sign(s): **\$35.00**
- Work without a Permit Penalty: **Double Total Permit Fee**

### OFFICIAL USE

Permit No. \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_

Intake Staff: \_\_\_\_\_

Denied \_\_\_\_\_ Date \_\_\_\_\_

Date: \_\_\_\_\_ SWPA: \_\_\_\_\_

Parcel ID: \_\_\_\_\_  Building Permit Required

**Sign 1 Detail:**

<input type="checkbox"/> New Sign		<input type="checkbox"/> Existing Sign or Reface	
<input type="checkbox"/> Attached / Wall	<input type="checkbox"/> Ground	<input type="checkbox"/> Ground Directional	<input type="checkbox"/> Temporary
<input type="checkbox"/> Banner	<input type="checkbox"/> Projecting	<input type="checkbox"/> Other Specify:	
Internally Illuminated	<input type="checkbox"/> Yes <input type="checkbox"/> No	Video Sign	<input type="checkbox"/> Yes <input type="checkbox"/> No
LED	<input type="checkbox"/> Yes <input type="checkbox"/> No	Rate of Change: (if applicable)	
Square Feet:		Ground Sign Height (to highest point):	
Cabinet Height:	Cabinet Width:	Cabinet Thickness:	
Number of Faces:	Wind Load (PSF):	Pedestrian Clearance:	
Building Wall Square Feet (for attached sign):			

**Sign 2 Detail:**

<input type="checkbox"/> New Sign		<input type="checkbox"/> Existing Sign or Reface	
<input type="checkbox"/> Attached / Wall	<input type="checkbox"/> Ground Sign	<input type="checkbox"/> Ground Directional	<input type="checkbox"/> Temporary
<input type="checkbox"/> Banner	<input type="checkbox"/> Projecting	<input type="checkbox"/> Other Specify:	
Internally Illuminated	<input type="checkbox"/> Yes <input type="checkbox"/> No	Video Sign	<input type="checkbox"/> Yes <input type="checkbox"/> No
LED	<input type="checkbox"/> Yes <input type="checkbox"/> No	Rate of Change: (if applicable)	
Square Feet:		Ground Sign Height (to highest point):	
Cabinet Height:	Cabinet Width:	Cabinet Thickness:	
Number of Faces:	Wind Load (PSF):	Pedestrian Clearance:	
Building Wall Square Feet (for attached sign):			

**Sign 3 Detail:**

<input type="checkbox"/> New Sign		<input type="checkbox"/> Existing Sign or Reface	
<input type="checkbox"/> Attached / Wall	<input type="checkbox"/> Ground Sign	<input type="checkbox"/> Ground Directional	<input type="checkbox"/> Temporary
<input type="checkbox"/> Banner	<input type="checkbox"/> Projecting	<input type="checkbox"/> Other Specify:	
Internally Illuminated	<input type="checkbox"/> Yes <input type="checkbox"/> No	Video Sign	<input type="checkbox"/> Yes <input type="checkbox"/> No
LED	<input type="checkbox"/> Yes <input type="checkbox"/> No	Rate of Change: (if applicable)	
Square Feet:		Ground Sign Height (to highest point):	
Cabinet Height:	Cabinet Width:	Cabinet Thickness:	
Number of Faces:	Wind Load (PSF):	Pedestrian Clearance:	
Building Wall Square Feet (for attached sign):			

***This page may be duplicated if more than 3 signs are proposed.***