



Department of Building, Zoning & Housing  
26789 Highland Road  
Richmond Heights, Ohio 44143  
216-383-6312 Fax: 216-383-6319  
richmondheightsohio.org

## TEMPORARY SIGN PERMIT APPLICATION

APPLICANT: \_\_\_\_\_

DRIVER'S LICENSE #: \_\_\_\_\_ STATE: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

DURATION AND DATES OF DISPLAY:

\_\_\_\_\_

TOTAL NUMBER OF SIGNS TO BE PLACED ON SITE: \_\_\_\_\_

TYPE OF TEMPORARY SIGN(S): (i.e. banner, ground, wall, window)

\_\_\_\_\_

LENGTH \_\_\_\_\_ x WIDTH \_\_\_\_\_ = SQUARE FEET \_\_\_\_\_

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LENGTH \_\_\_\_\_ x WIDTH \_\_\_\_\_ = SQUARE FEET \_\_\_\_\_

LENGTH \_\_\_\_\_ x WIDTH \_\_\_\_\_ = SQUARE FEET \_\_\_\_\_

THE FOLLOWING ARE APPLICABLE ONLY TO GROUND SIGNS:

HEIGHT ABOVE GRADE:(6' maximum) \_\_\_\_\_

SETBACK FROM PUBLIC RIGHT OF WAY:(no less than height) \_\_\_\_\_

The undersigned hereby agrees to comply with the rules and regulations of the City of Richmond Heights.

\_\_\_\_\_  
APPLICANTS SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PROPERTY OWNER SIGNATURE

\_\_\_\_\_  
DATE

APPLICATION # \_\_\_\_\_