



ELECTRONIC SIGN PERMIT APPLICATION AND LICENSE

Perkins Township- Community Development Department
2610 Columbus Avenue Sandusky, OH 44870
419-609-1435 - www.perkinstownship.com

Office Use Only
_____ Permit Number
_____ Received By
_____ Date Received
_____ Fee total

THE FOLLOWING INFORMATION MUST BE INCLUDED WITH YOUR APPLICATION

- Payment for amount of permit.
- Required electrical permit.
- If leased space, need to include a letter of approval from the property owner.
- For wall sign, art work with dimensions of sign and drawings of building façade showing location of sign.
- For freestanding/monument/pylon sign- a site plan with setback from property line dimensions and art work with dimensions of sign, and engineered design for footings and foundation.

Business Name and Owner _____

Site Address _____

Owner Contact Information _____

PROPERTY OWNER	Name _____ Address _____ City _____ State _____ Zip _____ Contact _____ Day Phone# _____ Email Address _____																			
SIGN CONTRACTOR	Company Name _____ Lic # _____ Address _____ City _____ State _____ Zip _____ Contact _____ Day Phone# _____ Email Address _____																			
SIGN DESCRIPTION	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th colspan="2" style="text-align: center; border-bottom: 1px solid black;"><u>Sign Type and Dimensions</u></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"><input type="checkbox"/> Wall Sign</td> <td style="vertical-align: top;">Length _____</td> <td style="vertical-align: top;">Width _____</td> </tr> <tr> <td></td> <td colspan="2" style="vertical-align: top;">Square Feet _____</td> </tr> <tr> <td style="vertical-align: top;"><input type="checkbox"/> Freestanding</td> <td style="vertical-align: top;">Length _____</td> <td style="vertical-align: top;">Width _____</td> </tr> <tr> <td></td> <td style="vertical-align: top;">Height _____</td> <td style="vertical-align: top;">Sq Feet _____</td> </tr> <tr> <td></td> <td colspan="2" style="vertical-align: top;">Setback: Front _____ Side _____</td> </tr> </tbody> </table>			<u>Sign Type and Dimensions</u>		<input type="checkbox"/> Wall Sign	Length _____	Width _____		Square Feet _____		<input type="checkbox"/> Freestanding	Length _____	Width _____		Height _____	Sq Feet _____		Setback: Front _____ Side _____	
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Applicant Signature _____

Date _____

Applicant Printed Name _____

Electronic Display/Changeable Copy Sign License

By signing below you are certifying the electronic signage meets the following performance standards:

1. The Electronic Message Board Sign has been subject to and received approval by the zoning inspector.
2. The luminance of the sign shall not exceed 10,000 nits during daylight sunrise to sunset and no more than 500 nits at night from sunset to sunrise.
3. The illuminated side of the sign shall not be located within five hundred (500) feet of a residential zoning district.
4. The Electronic Message Board Sign is used only for on-premise advertising.
5. One image, animation, or video must remain visible for an interval of at least eight (8) seconds.
6. The sign display must go dark if there is a malfunction.

Signature _____

Date _____

Print Name _____

Email _____

Expiration and Renewal of License

The owner of an electronic sign shall be required to obtain an annual license by paying a \$25 annual fee to the Township as determined by the Board of Township Trustees. Failure to pay the annual fee will subject the permit to revocation.