



City of Lancaster- Building Department  
 121 East Chestnut Street, Lancaster, Ohio 43130  
 (740) 687-6649, Fax (740) 681-5030  
 Web site: [www.ci.lancaster.oh.us/dept/building](http://www.ci.lancaster.oh.us/dept/building)

Date Submitted: \_\_\_\_\_

Application No: \_\_\_\_\_

Permit Number: \_\_\_\_\_

**APPLICATION FOR SIGN PLACEMENT OR ERECTION**

The undersigned having carefully read Chapter 1317 of the Codified Ordinances of the City of Lancaster, Ohio, hereby makes application for a Sign Placement or Erection Permit in Compliance with said Ordinances, and submits this application in DUPLICATE with the necessary data pursuant thereto. **Note: A Construction plan review and permit may also be required if the sign has a supporting structure, pole base, anchor bolts, pad mounted or is suspended on the side of a building.**

**INSTRUCTIONS TO APPLICANTS-**

1. No Work will be permitted on the project until the application is approved and permit(s) are issued.
2. All information requested on the form must be either type or printed in ink and submitted in DUPLICATE.
3. Violations of any provisions of Chapter 1317 shall be fined not more than two hundred fifty dollars (\$250.00).

**Supporting Data**

1. The location of the property for which this permit is requested is described as follows:

Lot No. \_\_\_\_\_ Subdivision \_\_\_\_\_ Parcel ID No. \_\_\_\_\_ Zoning District \_\_\_\_\_

Street Address \_\_\_\_\_

2. Property Owner \_\_\_\_\_

Mailing Address \_\_\_\_\_

3. Sign Owner \_\_\_\_\_ Business Name \_\_\_\_\_

Address \_\_\_\_\_

4. Person / Firm performing said work \_\_\_\_\_

Business Address \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

5. Description, size, clearance and purpose of the sign \_\_\_\_\_

**I hereby certify that the foregoing statements and attachments are true:**

Name of Sign Installer (print) \_\_\_\_\_ Registration No. \_\_\_\_\_

Signature of Registered Sign Installer: \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Mailing Address \_\_\_\_\_

The applicant whose name appears above on the application is hereby granted permission to place or erect a sign in accordance with Chapter 1317 of the Codified Ordinances of the City of Lancaster, Ohio, and the data set forth in/on this application.

**DATE APPROVED** \_\_\_\_\_

**City of Lancaster, Certified Building Department**

**By** \_\_\_\_\_

The information requirements contained in Section 1317.05 along with a detailed site plan showing setbacks, right-of-way widths And other information as required by the Zoning Inspector shall be submitted with the sign placement or erection application.