

TEMPORARY SIGN PERMIT APPLICATION



CITY OF MIDDLEBURG HEIGHTS
Building Department
15700 Bagley Road
Middleburg Heights, OH 44130
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Please submit a picture of the proposed temporary sign with this application

Project Address: _____ Tenant: _____

Property Owner Name: _____

E-mail: _____ Phone #: _____

Property Owner Address: (If different from above): _____

SIGN INFORMATION:

Reason for request: _____

Materials: _____ Dimensions: _____

Method used to attach sign to building: _____

Duration sign will be used: _____ TO _____
Date Date

* Temporary signs secured to surfaces other than windows or doors of the main building are permitted for a two-week period maximum. Only 2 temporary sign permits are permitted per calendar year per address.

* **Mobile, movable, and illuminated signs are not permitted.**

Sign Contractor Information: (registration required if installing sign on property):

Company Name: _____ Phone #: _____

Address/E-mail: _____

Applicant Information:

Name: _____ Phone #: _____

Address/E-mail: _____

Applicant Signature

Date

CITY USE: APPROVED _____

NOT APPROVED _____

BUILDING COMMISSIONER

DATE