

**TEMPORARY SIGN
APPLICATION**



CITY OF MIDDLEBURG HEIGHTS

Division of Building

15700 BAGLEY ROAD, MIDDLEBURG HEIGHTS, OHIO 44130

Phone (440) 234-2218 • Fax (440) 234-9092

E-mail: building@middleburgheights.com

DATE: _____

Please submit a picture of the proposed temporary sign with this application

LOCATION: _____ TENANT: _____

PROPERTY OWNER NAME: _____ PHONE: _____

PROPERTY OWNER ADDRESS: _____

SIGN CONTRACTOR INFORMATION (registration required if installing sign on property):

BUSINESS NAME: _____ PHONE: _____

ADDRESS: _____

SIGN INFORMATION:

REASON FOR REQUEST: _____

MATERIALS: _____ DIMENSIONS _____

METHOD USED TO ATTACH SIGN TO BUILDING: _____

DURATION SIGN WILL BE USED: _____ **DATE** **TO** _____ **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.**

APPLICANT INFORMATION:

NAME: _____ PHONE: _____

APPLICANT SIGNATURE DATE

APPROVED WITH THE FOLLOWING CONDITIONS:

DIVISION OF BUILDING OFFICIAL

DATE