

**CITY OF SOLON  
SIGN SUBMITTAL, REVIEW, AND PERMIT PROCEDURES**

Permit applications for signage are reviewed by the Director of Planning and Community Development and/or his/her designee. Applications will typically be reviewed within seven to ten (7-10) business days. Any application that requires a variance will be subject to a recommendation from the Director of Planning and Community Development, and approval by the Planning Commission and City Council.



***INCOMPLETE APPLICATIONS will not be reviewed until they are complete.***

**STEP ONE: CERTIFICATE OF OCCUPANCY VERIFICATION REQUIRED**

**STEP TWO: SUBMITTAL TO THE PLANNING DEPT—Submittal Checklist**

**FREE-STANDING GROUND MOUNTED SIGNS**

- One (1) copy** of the *Sign Permit Application to the City of Solon*
- Three (3) sets of detailed plans** that are to scale and include:
  - Site plan** that shows the location, orientation, and footprint of the sign on the premises as well as the distance from the street right of way & side property line.
  - Sign spec sheet** showing the following information:
    - Width, height, and depth of the sign structure/frame
    - Dimensions of lettering, numbers, logos, sign faces
    - Method of electric supply (*details on internal or external illumination*)
    - Method of installation to the ground (*footer details, cross section*)
    - Color & material schedule: note the manufacturer's names and/or numbers
  - Copy of the sign spec sheet** showing landlord's approval signature.

**WALL SIGNS**

- One (1) copy** of the *Sign Permit Application to the City of Solon*
- Three (3) sets of detailed plans** that are to scale and include:
  - Site Plan** showing where the sign will be placed on the building
  - Photograph of the storefront/building elevation** with a superimposed image of the proposed sign. The width of the business's storefront must be included.
  - Sign spec sheet** Provide detail depending on sign type (channel letters vs. cabinet)
    - Dimensions of the lettering, numbers, logos, etc.
    - Method of electric supply (*details on internal or external illumination*)
    - Method of installation to the building wall (*cross section*)
    - Color & material schedule: note the manufacturer's names and/or numbers
  - Copy of the sign spec sheet** showing landlord's approval signature

**OTHER SIGNS**

All other signs such as sign face replacements, directional, etc. are subject to the above submittal requirements and must depict the sign's location, dimensions, color, etc.

**STEP THREE: BUILDING DEPARTMENT: ISSUANCE OF SIGN PERMIT**

- If the sign(s) are approved by the Planning Department, the Sign Permit Application will be forwarded to the Building Department for issuance of the Sign Permit subject to receipt of the permit fee. ***Installation may occur only after the Sign Permit is issued.***

**Permanent Signs (\$1.00 per square foot, \$30.00 minimum)**

**Temporary Signs (\$0.50 per square foot, \$20.00 minimum)**

View the City of Solon sign regulations by visiting [www.solonohio.org](http://www.solonohio.org), under Zoning Ordinance, click on 1288.04 Sign Regulations.

**SIGN PERMIT APPLICATION TO THE CITY OF SOLON**

*See Chapter 1288.04 of the City of Solon Zoning Code for complete sign regulations.*

**CONTRACTOR INFORMATION\***

Sign Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**\*Sign contractors shall be registered with the City of Solon. Contact the Building Dept at (440) 349-6737.**

**SUBMITTED BY:** If different from the sign company, circle one    Tenant    Landlord    Other

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Name of business where sign(s) will be installed \_\_\_\_\_

Address where sign(s) will be installed \_\_\_\_\_

Name of land/building owner\* \_\_\_\_\_

**\*The landlord must sign and date one copy of the sign rendering indicating approval of the proposal.**

**TYPE OF SIGN REVIEW BEING REQUESTED (Check all that apply)**

Ground Sign \_\_\_\_\_ Wall Sign \_\_\_\_\_ Directional Sign \_\_\_\_\_  
Single-sided \_\_\_\_\_ Double-sided \_\_\_\_\_ Face replacement/s \_\_\_\_\_  
Other \_\_\_\_\_ Method of electric supply \_\_\_\_\_



**FOR EACH SIGN, PLEASE ATTACH THE INFORMATION LISTED ON THE CITY OF SOLON SIGN SUBMITAL, REVIEW, AND PERMIT PROCEDURES.**

Building frontage facing primary street: \_\_\_\_\_ linear feet  
Building frontage facing secondary street: \_\_\_\_\_ linear feet (If applicable)  
Building frontage you lease/own: \_\_\_\_\_ linear feet

<b>City Use Only/Comments Below</b>	<b>Permit No</b> _____ <b>Fee</b> _____
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Approved by Planning Dept** \_\_\_\_\_ **Permit issued by Building Dept.** \_\_\_\_\_