The City of Moraine
progress through unity

SIGN PERMIT APPLICATION, Page 1 of 2 11/2026

(New Sign $51.50 EA ~ Face Change $25.00 EA ~ Temporary Sign $30.00 EA)

PERMIT # _____

NOTICE: All sections of this application must be completed upon submittal, or your application will not be accepted. If you have not assigned a contractor/subcontractor to date, please enter TBD in the Contractor Section.

CONTRACTORS AND SUBCONTRACTORS are required to complete a contractor registration that will be good for one (1) year. If your registration has expired, it will need to be renewed at the time of permit application submittal. Please complete a Contractor/Subcontractor Registration form that can be found at ci.moraine.oh.us/building-zoning/ **THE PERMIT WILL NOT BE RELEASED UNTIL YOU HAVE ASSIGNED CONTRACTORS AND THEIR REGISTRATIONS ARE CURRENT.**

Completed application, construction plans including a site plan and your contractor registration can be emailed to bwaters@moraineoh.org. **Contractor Registration Fees and Permit Fees can be paid with MC/Visa by calling 937-535-1039 after submittal or with checks made payable to City of Moraine**.

Applicant Name:		**Email:**		**Phone:**	
(Yes, I have read everything contained in this NOTICE Section and acknowledge what is needed to submit for permit)					

Property Address or Parcel ID#:	
Estimated Construction Cost *(include all work for which THIS permit is issued including any permanent equipment):*	

MORAINE PROPERTY /SITE OWNER		TENANT	
Contact Name		Contact Name	
Business Name		Business Name	
Phone #		Phone #	
Complete Address		Complete Address	
Email		Email	

GENERAL CONTRACTOR	
Contact Name	
Business Name	
Phone #	
Complete Address	
Email	
Moraine Registration #	

TEMPORARY SIGNS 1189.15

In addition to any other provisions of this chapter, the following provisions apply: (a) Temporary Signs may be erected with permits for up to a maximum period of thirty (30) days during any calendar year. A temporary sign shall not exceed thirty-two (32) square feet per face in size and shall not create a hazard to either auto or pedestrian travel. (b) A permit is required. Permits for temporary signs shall be issued in increments of 5 days, 7 days, 10 days, 15 days, or 30 days. (c) If necessary, temporary signs may be illuminated with permission of the Building & Zoning Administrator. Such illumination shall be provided only by backlighting. (d) The location and placement of temporary signs are subject to the approval of the Building & Zoning Administrator. (e) The leading edge of a temporary sign shall be no closer than 10 feet from the right-of-way.

SEPARATE PERMIT REQUIRED FOR ELECTRIC

Building Use & Occupancy Classification

(per 2007 Ohio Building Code) **Please Circle One**

Assembly	A-1	A-2	A-3	A-4	A-5
Business	B				
Educational	E				
Factory Industrial	F-1	F-2			
High Hazard	H-1	H-2	H-3	H-4	H-5
Industrial	I-1	I-2	I-3		
Mercantile	M				
Residential	R-1	R-2	R-3	R-4	
Storage	S-1	S-2			
Utility/Misc.	U				

Temp Sign Dates

_____ **to** _____

_____ **to** _____

_____ **to** _____

_____ **to** _____

Const. Type

IA IB IIA IIB IIIA
IIIB IV VA VB

Sign Information *(additional signs entered on page 2)*

Sign Description/Location _____

Yes No Temporary Sign
Yes No Real Estate Sign
Yes No Commercial Advertising
Yes No Protruding/Projecting from Wall

_____ New Sign, Face Change or Temporary Sign
_____ Sign Construction *(Wall, Free Standing, Roof)*
_____ Area Wall Sign is on *(sqft)*
_____ Total Sides
_____ Total Square Footage
_____ Total Existing Commercial Advertising on Premises *(sqft)*
_____ Zoning District M (*calculate bldg. floor area or advertised activity, sqft)*
_____ Zoning District B *(calculate bldg. or premises frontal width, sqft)*

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OFFICE USE ONLY-DO NOT COMPLETE

_____ City Lot #
_____ Variance Y or N Zoning Dist
_____ Zoning Approval
Yes No Permit Approved
_____ Application Processed By Date

_____ Quantity *(New Signs)*
$ _____ Base Cost *(New Signs)*
$ _____ Subtotal
$ _____ 3% State Surcharge
$ _____ Permit Fees *(New Signs)*

_____ Quantity *(Face Changes)*
$ _____ Base Cost *(Face Changes)*
$ _____ Subtotal
$ _____ Permit Fees *(Face Changes)*

_____ Quantity *(Temporary Signs)*
$ _____ Base Cost *(Temporary Signs)*
$ _____ Subtotal
$ _____ Permit Fees *(Temporary Signs)*

TOTAL PERMIT FEES: $ _____

_____ Date Paid
_____ Receipt #

_____ Application Date
_____ Application #
_____ Permit Closed in Accela
_____ Application Scanned
_____ Drawings Scanned

_____ Permit Date
_____ Permit #
_____ Emailed Applicant