



**CITY OF CLEVELAND HEIGHTS  
BUILDING DEPARTMENT  
40 SEVERANCE CIRCLE  
216-291-4900 FAX: 216-291-4421**

### SIGN REVIEW PROCEDURE

***NOTE: ALL SUBMISSIONS MUST BE REVIEWED FOR ACCEPTABILITY BY THE BUILDING COMMISSIONER. SUBMISSIONS MUST BE COMPLETE AND OF AN ACCEPTABLE QUALITY BEFORE BEING PLACED ON THE AGENDA.***

The Architectural Board of Review reviews signs for overall design, letter style, color, graphics, placement on building or site, etc. A permit is required in order to install, paint, illuminate, or otherwise alter any sign other than permitted temporary interior window signage. All outdoor signs or advertising displays, and all permanent window signs (displayed for over 60 days), require a permit and must conform to all applicable zoning regulations. To obtain a sign permit the following procedure shall be followed:

**STEP 1: PREPARE A SIGN PACKAGE, 3 sets of plans.**

**This package must include:**

- \*\*\* A. Graphic representation of sign with precise letter style, spacing, letter/character size, etc. All dimensions shall be indicated. One copy of this shall be in full color.
- \*\*\* B. Elevation of building facade(s) drawn to scale and including proposed sign.
- C. Cross-section drawing to scale.
- D. Photographs (color preferred, minimum of 3 views) of the building where the sign is to be located and also showing adjacent stores or buildings.  
**(NO POLAROID)**
- E. When illumination is used include a description of the lamp and lens material, including the amount, type and wattage of each. Electrical fixtures must be UL listed and conform to the requirements of the National Electric Code.
- F. Specifications for construction, erection, and attachment of the sign as required by the Building Code.

**STEP 2: BRING THE SIGN SUBMISSION PACKAGE TO THE BUILDING DEPARTMENT.**

The package will be reviewed for completeness and you will be informed of any changes or conditions required. Make any required changes. Complete an Architectural Board of Review application. The package will be scheduled for the next available Architectural Board of Review meeting. There is a \$50.00 application fee.

**STEP 3: MEETING OF THE ARCHITECTURAL BOARD OF REVIEW.**

The Architectural Board of Review meets on the 1st and 3rd Tuesday of the month (except when holidays may postpone it 1 - 2 days). YOUR PACKAGE MUST BE SUBMITTED 7 DAYS PRIOR TO THIS MEETING. Your sign proposal will be reviewed by the Board. THE APPLICANT OR LEGAL REPRESENTATIVE MUST BE PRESENT. Agendas are closed after 12 projects are scheduled for review.

**STEP 4: AFTER THE SIGN SUBMISSION HAS BEEN APPROVED A PERMIT MUST BE OBTAINED FROM THE BUILDING DEPARTMENT.**

**\$30 for outdoor signs 40 sq. ft. or less.**

**\$50 for outdoor signs over 40 sq. ft.**

**\$20 for permanent window signs.**

All permit fees are currently subject to a 3% state surcharge, which is also collected by the Building Department.

Illuminated signs require a separate electrical permit. Permits are generally ready one week after the meeting.

\*\*\* For existing buildings with existing sign placement not being altered, existing backlit sign boxes where a face change only is being proposed, etc., color photographs may be submitted in lieu of elevation and cross sectional drawings. (NO POLAROID). One photograph illustrating the sign(s) and additional photographs to indicate the location of the sign(s) and its general surroundings. Dimension of all signs must accompany the photographs.

**Please contact the Building Department at 291-4900 for further information.**

*AC/rf*