

CITY OF EASTLAKE
BUILDING DEPARTMENT
35150 LAKESHORE BLVD., EASTLAKE, OHIO 44095
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COMMERCIAL SIGN PERMIT PROCEDURE

1. Plot plan indicating proposed sign(s), location(s) and setbacks, if applicable
2. If property is leased, a letter of permission from property owner must be submitted.
3. Building height and width.
4. Size of proposed signs including width, height and square footage.
5. Is sign painted or illuminated? If illuminated, a separate electrical permit is required.
6. Three (3) sets of drawings, to scale, with color rendering. Also, a copy of wind load stress sheets and calculations showing that the structure is designed for dead load and wind pressure may be required.
7. Specification sheets are required for attachment to building structure.
8. When signs are to be ground installed, a detailed drawing of the sign footer is required.
9. Estimated cost of sign(s):
 - Commercial - \$40 per face
 - \$ 1 square foot
10. Goes to Building Official to determine if request needs to go for review.
11. Possible Architecture Review Board.