



CITY OF CLEVELAND

Mayor Frank G. Jackson

Department of Public Service
Division of Engineering and Construction

Temporary Right-of-Way
Occupancy Permit for
Business Signs

C.O. Chapter 512



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Mayor Frank G. Jackson

Temporary Occupancy Permit For Business Signs

Applicant Name _____

Address _____ City _____ State _____ Zip _____

Business Name _____

Business Address _____ Cleveland, Ohio Zip _____

Phone () _____ Ward Number _____

Federal ID OR Social Security Number _____

Permit Business Signs: Fee \$50.00 Org. 400401 Account _____

A Temporary Occupancy Permit for Business Sign is hereby approved pursuant to Section 512 of the Codified Ordinances of the City of Cleveland, Ohio.

Director of Public Service Date

A Temporary Occupancy Permit for Business Sign is hereby approved pursuant to Section 512 of the Codified Ordinances of the City of Cleveland, Ohio.

Office Use Only ____ Central Business District ____ Outside Central Business District



Temporary Occupancy Permits For Business Signs

**The issuance of this permit is subject to Codified Ordinance Chapter 512 and any regulations established by the Director of Public Service.
Note: The Director of City Planning Commission must approve this application.**

APPLICATION FOR PERMITS:

Application shall include, but not be limited to, the following information: (see insert).

1. Name, Phone number and address of applicant.
2. The nature and location of any existing sidewalk obstructions and the dimensions of the proposed area to be used for the business sign (Photographs of the site are required).
3. The location of the entrance to the establishment.
4. The locations of fire exits for fire escapes.
5. An example of the proposed business sign or a detailed drawing complete with dimensions and design details.
6. Signed statement, hold harmless the City of Cleveland and copy of public liability insurance policy.

THE ISSUANCE OF A PERMIT SHALL BE SUBJECT TO THE FOLLOWING REQUIREMENTS

1. Business signs shall not obstruct emergency exits or fire standpipes.
2. Business signs shall not occupy any portion of the roadway or within two (2) feet of the curb.
3. Business signs shall not be permitted within six (6) feet of any fire hydrant, within five (5) feet of any driveway, within three (3) feet of any sidewalk handicap ramp.
4. Business signs shall not be located where the clear continuous unobstructed sidewalk would be reduced to less than six (6) feet if the business sign were located there.

NOTE: APPLICATIONS WITH INCOMPLETE DRAWINGS WILL NOT BE PROCESS



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REQUIREMENTS AND CONDITIONS OF PERMIT

**The business sign shall be placed only on the location set forth in the permit
\$ 50.00 Application Fee**

- “Business Sign” means a legitimate business sign that identifies a retail business.
- “Permittee” means the person who owns the business immediately contiguous to the business sign and is permitted to occupy an area of the public right-of-way for the purpose of advertising a business.
- Permits for all locations shall be valid for a twelve-month period or any portion thereof. Permit expires May 31 of each year.
- Permittees and their agents shall comply with all of the requirements of Codified Ordinance Chapter 512 and any applicable state law, while engaged in business at permitted locations.
- Business signs may only be displayed in the public right of way during business hours and shall be removed at the end of each business day.
- Permittees and their agents shall obey any order of a police officer or other emergency personnel to remove their business sign from the public right-of-way if necessary to avoid congestion or obstruction in an emergency.
- Permittees and their agents shall be responsible for maintaining all business sign structures in good repair, and in a safe, sound and non-hazardous condition.
- Permittees and their agents shall be responsible for keeping the general area around the permitted location free of litter.
- Business signs shall not contain flashing lights or any other lighting.
- No permit shall be transferable in any manner.
- Business signs shall be no more than 48” tall and 30” wide and shall be anchored to the sidewalk by a method approved by the Director of Public Service.
- No permit shall be issued for a sidewalk not in compliance with code requirement.



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I, (We) _____ own the business establishment immediately adjacent to the proposed area to be occupied by an outdoor restaurant.

And that I, (We,) are also known as _____ ("Permittee"),

and shall save and hold harmless the City of Cleveland, its Officers, Employees, and Assigns, and shall indemnify the City of Cleveland, its Officers, Employees, and Assigns for any and all claims or damage to property, or injury to any person or persons which may be occasioned by any activity carried on under the terms of the Permit.

Permittee shall furnish and maintain such Public Liability Insurance, Food Products Liability Insurance, and Property Damage Insurance, as will protect the Permittee and the City of Cleveland from all claims for damage to property or bodily injury, including death to one or more persons, which may arise from operations under this Permit or in connection therewith.

Such Insurance shall provide coverage in the amount of not less than One Million Dollars (\$1,000,000) on account of an incident involving injuries, including death to one or more persons, and Property Damage Insurance in the amount of not less than One Million Dollars (\$1,000,000), or a combined single limit of One Million Dollars (\$1,000,000) provided, however, that this insurance requirement shall not be construed to limit Permittee's indemnification obligations to the above required limits of insurance.

Such Insurance shall also name the City of Cleveland as an Additional Insured, including its Officers, Employees, and Assigns, and shall further provide that the Policy shall not terminate or be cancelled prior to the expiration date of this Permit without thirty (30) calendar days' written notice to the Director of Public Service of the City of Cleveland.

(Signature)

(Printed Name)

(Date)



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EXAMINER'S SIGNATURE SHEET

I have examined the data furnished by the applicant, and have approved,
disapproved or commented below:

COUNCILPERSON: _____ **WARD** _____

Approved Disapproved ___ Date/Signature ___

(Comments) _____

ENGINEERING AND CONSTRUCTION:

SIDEWALKS: Approved ___ Disapproved ___ Date/Signature ___

(Comments) _____

LANDMARKS COMMISSION:

(If required) Approved ___ Disapproved ___ Date/Signature ___

(Comments) _____

CITY PLANNING: Approved ___ Disapproved ___ Date/Signature ___

(Comments) _____

SAFETY DEPT.: Approved ___ Disapproved ___ Date/Signature ___

(Comments) _____