

APPLICATION FOR SIGN ERECTOR'S LICENSE

1. APPLICANT MUST BE AT LEAST TWENTY-ONE (21) YEARS OF AGE, A UNITED STATES CITIZEN, AND HAVE A MINIMUM OF THREE (3) YEARS PRACTICAL EXPERIENCE WITH A RECOGNIZED, REPUTABLE SIGN COMPANY.
2. APPLICATION FEE IS \$100 AND IS REQUIRED AT THE TIME APPLICATION IS SUBMITTED. CHECK SHOULD BE MADE PAYABLE TO "CITY OF FAIRFIELD".
3. CERTIFICATE OF INSURANCE NAMING FAIRFIELD BUILDING DIVISION AS CERTIFICATE HOLDER, WITH MINIMUM LIMITS OF LIABILITY COVERAGE AS FOLLOWS: \$250,000/\$500,000 BODILY INJURY LIABILITY AND \$250,000 PROPERTY DAMAGE LIABILITY. THE CERTIFICATE OF INSURANCE MUST BE SUBMITTED AT THE SAME TIME APPLICATION IS SUBMITTED.
4. PLEASE COMPLETE APPLICATION IN ITS ENTIRETY. APPLICATIONS THAT ARE NOT FULLY COMPLETED WILL NOT BE ACCEPTED. QUESTIONS REGARDING THE PROCEDURE FOR FILING AN APPLICATION SHOULD BE DIRECTED TO MARIA MULLEN, BUILDING DIVISION AT 867-5318. PLEASE SUBMIT YOUR COMPLETED APPLICATION, APPLICATION FEE, AND CERTIFICATION OF INSURANCE TO THE FOLLOWING ADDRESS:

FAIRFIELD BUILDING DIVISION
5350 PLEASANT AVENUE
FAIRFIELD, OH 45014
ATTN: MARIA MULLEN

YOUR APPLICATION WILL BE PROCESSED BY THE BUILDING DIVISION AND ONCE APPROVED, WILL BE FORWARDED TO THE CIVIL SERVICE CLERK FOR SCHEDULING OF THE EXAMINATION.

5. YOU WILL BE NOTIFIED BY MAIL OF THE DATE AND TIME YOU ARE SCHEDULED TO TAKE THE EXAM. THE EXAMS ARE GIVEN AS NEEDED TUESDAYS AND WEDNESDAYS. IF YOU HAVE ANY QUESTIONS PERTAINING TO THE EXAMINATION AND/OR SCHEDULING, PLEASE CONTACT PATRICIA SENA, CIVIL SERVICE CLERK, AT 867-5381. THE EXAMINATION WILL BE GRADED BY THE CIVIL SERVICE CLERK AND IF YOU RECEIVE A PASSING SCORE (70%), A NOTICE WILL BE GIVEN TO THE BUILDING DIVISION FOR ISSUANCE OF THE LICENSE. IF YOU FAIL TO RECEIVE A PASSING GRADE, YOU WILL NOT HAVE THE APPLICATION FEE RETURNED, BUT WILL BE ENTITLED TO 2 RE-EXAMINATIONS WITHIN 1 YEAR FOLLOWING THE FIRST EXAMINATION. THE RE-EXAMINATION CANNOT BE TAKEN MORE THAN ONCE EACH CALENDAR QUARTERS. IF YOU FAIL TO PASS THE RE-EXAMINATION WITHIN 1 YEAR, THE APPLICATION FEE WILL BE FORFEITED TO THE CITY OF FAIRFIELD.
6. IF YOU SUCCESSFULLY PASS THE EXAMINATION, THE LICENSE WILL BE MAILED TO YOU UNLESS OTHER REQUESTED.
7. THE LICENSE EXPIRES DECEMBER 31ST OF EACH CALENDAR YEAR. THE RENEWAL FEE IS \$35.00. A DOUBLE FEE WILL BE CHARGED FOR EACH YEAR A LICENSE IS NOT RENEWED BY THE EXPIRATION DATE. ANY QUESTIONS PERTAINING TO LICENSE RENEWALS SHOULD BE DIRECTED TO MARIA MULLEN, BUILDING DIVISION, 867-5318.

CITY OF FAIRFIELD BUILDING & ZONING DIVISION
5350 Pleasant Avenue
Fairfield, Ohio 45014
(513) 867-5318

SIGN ERECTOR APPLICATION

ALL APPLICANTS MUST MEET AND COMPLY WITH THE REQUIREMENTS LISTED ON PAGE 1.

- 1.) ARE YOU A U.S. CITIZEN? YES NO
2.) ARE YOU AT LEAST 21 YEARS OLD? YES NO

APPLICATION INFORMATION

[PLEASE PRINT]

APPLICANT'S NAME _____

COMPANY NAME _____

COMPANY ADDRESS _____

PHONE No. () _____

HOME ADDRESS _____

PHONE No. () _____

REFERENCES PLEASE FILL IN THE NAMES OF 3 RESPONSIBLE PERSONS (NOT RELATIVES) KNOWING YOU FOR 1 YEAR OR MORE AND WHO ARE IN A POSITION TO VOUCH FOR YOUR CHARACTER, ABILITY, AND EXPERIENCE.

NAME				
COMPANY NAME				
ADDRESS				
CITY/STATE/ZIP				
TELEPHONE				

