

Sign Permit Requirements

Requirements for Temporary Signs:

- Completed sign permit application form
- Color photograph and/or drawing of the proposed sign
- Sign Permit fee (*see Sign Permit fees below*)

Note: Temporary sign permits are valid for 180 days from date of issuance.

Requirements for Permanent Signs:

- Completed sign permit application
- Six (6) copies of photograph(s) showing location of proposed sign
- Six (6) copies of scaled color drawing(s) of proposed sign
- \$50 Architectural Review Board fee
- Sign Permit fee (*see Sign Permit fees below*)

For free-standing signs:

- Site plan of property showing proposed location

For wall signs:

- Drawing showing setback of building from the centerline of street
- Drawing showing lineal frontage of building or unit
- Drawing showing total area of any existing sign(s)
- Drawing showing building front with proposed sign represented

All **Permanent Sign** permit applications must be heard and approved by the Architectural Review Board (ARB). Applicant will be notified by mail as to the date and time of the hearing. The ARB hearings are typically held on the second Tuesday of each month at 8:30 A.M. The cost of the ARB fee is \$50.

Once the Architectural Review Board approves the proposed sign, and it is determined that it complies with current zoning codes, the Building Department will issue a sign permit. The sign permit fee will be due at that time.

Sign Permit Fees

(1) Temporary (portable)	\$50.00
No Temporary Signs May be Illuminated	
(2) Temporary – Non-Profit Organization	\$5.00
(3) Permanent – Base Fee	\$200.00
(A) Plus one dollar (\$1.00) per square foot per side	
(B) Plus Zoning Fee	\$50.00
(C) Plus Electrical Fee	\$50.00



Michael S. Procuk
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Nino Monaco, Building Commissioner

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SIGN PERMIT APPLICATION

Permit #	Fee:	Date:
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Permanent Parcel #: _____

Property Address: _____

Estimated Cost of Work: _____ Type of Sign (check all that apply):
☐ Wall Sign ☐ Ground Sign ☐ Pole Sign
☐ Roof Sign ☐ Projecting Sign ☐ Billboard ☐ Illuminated Sign ☐ Temporary Sign ☐ Permanent Sign

SIGNS PERMANENT IN NATURE MUST BE REVIEWED BY THE ARCHITECTURAL REVIEW BOARD

Property Owner Name: _____

Property Owner Address: _____

City _____ State _____ Zip _____

Phone: _____

Applicant Name: _____

Applicant Address: _____

City _____ State _____ Zip _____

Phone: _____ Fax: _____

Contractor Name: _____

Contractor Representative: _____

Contractor Address: _____

City _____ State _____ Zip _____

Phone: _____ Fax: _____

(Registration, bond, and certificate of insurance required)

Description of work to be completed: _____

This application is hereby submitted for a permit to erect or alter a structure as described in this application and all accompanying paperwork/drawings which are part of this application. The undersigned agrees to build in accordance with all applicable codes, ordinances of the Village, and laws of the State, and to request inspections as required, and to adhere to plans and specifications as submitted with any corrections, and understand that any violation of these conditions voids the permit. The undersigned swears and affirms that the information herein is true and accurate and acknowledges that the filing of an application containing false or incorrect information with the intent to avoid the licensing, permit, or tax requirements of the State or this Village is falsification and voids this permit. Additional permits may be required.

The undersigned is hereby specifically agreed that the undersigned will notify the Building Department to inspect the following: footings, foundations, waterproofing, sewers, and protection systems, plumbing, electrical, and drains before drywall; fixtures, furnaces, boilers, and any other things specified by the Building Department.

Contractor Signature _____ Date _____

All fees must be in the form of company check, certified check, or money order.

Approved/Date