



## **PROCEDURES FOR FILING A SIGN PERMIT APPLICATION**

Sign permits in the City of Nashua are intended to facilitate an easy and pleasant communication between people and their environment. The City recognizes the need to protect the attractive appearance of a community and the need for adequate business identification and advertising. The City authorizes the use of signs visible from public and private rights of way that are:

- a. Compatible with their surroundings;
- b. Express the identify of an individual proprietor or advertising products and/or services;
- c. Designed, constructed, installed, and maintained in such a manner as to not endanger public safety and welfare;
- d. Legible in the circumstances in which they are seen.

In order to expedite any application for a sign permit, the following information should be provided:

1. Determine the number of signs presently existing on the property by type and size.
2. Determine the type of sign to be erected and provide the following information within the applicable category:

### **WALL SIGNS**

- a. Two copies of sketch of sign(s) – Wording and overall dimensions, construction and attachment details
- b. Location of sign(s) on building elevation
- c. Length of store frontage
- d. If other wall signs exist, provide the overall dimensions

### **GROUND and PYLON SIGNS**

- a. Two copies of sketch of sign(s) – Wording and overall dimensions (size, distance from ground and top of sign), construction and foundation details
- b. Location of sign on lot (given in feet from property lines)
- c. Length of lot frontage
- d. Other types of signs on the building and on the lot

### **PROJECTING SIGNS**

- a. Two copies of sketch of sign(s) – Wording and overall dimensions and construction and attachment details
- b. Include on the sketch the height above grade and indicate if projecting over the sidewalk and/or the driveway.  
If the sign will project over a sidewalk, provide the width of the sidewalk.
- c. Length of property line along the street the sign will face
- d. Other types of signs on the building

### **ROOF SIGNS**

- a. Two copies of sketch of sign(s) – Wording and overall dimensions and construction and attachment details
- b. Distance of setback from the roof and the wall
- c. Height above the roof that the sign will project
- d. Building height
- e. Other types of signs on the building and on the lot

### **MISCELLANEOUS SIGNS**

- a. Two copies of sketch of sign(s) – Wording and overall dimensions

b. Location of sign on the property

c. Other types of signs on the building and on the lot

3. Complete the sign application. Applicants must provide the signature of the property owner/ representative or a letter of authorization from the property owner/representative.
4. All sign permit applications must be accompanied with a \$25 non-refundable filing fee. Checks or money orders must be made payable to the City of Nashua.
5. Applicants are notified by the City of Nashua regarding status of sign permit applications (i.e., approved or denied).
6. Applicants must secure a sign permit for all approved applications. Permits must be obtained in person and are issued at the Planning Department and Department of Building Safety, located on the second floor of City Hall. The issuance of a sign permit shall be accompanied by a fee calculated in accordance with the following fee schedule:

50 square feet or less	\$ 55
51-150 square feet	105
151 square feet and over	200
7. In the case of an electrified sign, both the sign permit and an electrical sign permit shall be applied for before either is issued. Electrical sign permits have a \$25 application fee plus \$25 each sign and are available in the Department of Building Safety.

If you have any questions regarding this permit procedure, please contact the Office of the Zoning Administrator at 603-589-3090. Thank you for your cooperation on supplying the above information.



**City of Nashua**  
**Planning Department**  
 229 Main Street  
 Nashua, New Hampshire 03061-2019

Planning & Zoning 589-3090  
 WEB www.nashuanh.gov

## SIGN PERMIT APPLICATION

<b>Address</b> _____ <b>Store /Company name</b> _____ <b>Unit #</b> _____ <b>Mall name</b> _____	<b>Sheet</b> _____ <b>Lot</b> _____ <b>Zone</b> _____ <b>Site</b> _____ <b>Subd. Plan</b> _____	<b>Project #</b> _____  <b>Property account #</b> _____
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<b>Property Owner</b> _____ <b>Mailing address</b> _____ _____ _____ <b>Daytime telephone #</b> _____ <b>Email</b> _____	<b>Applicant</b> _____ <b>Mailing address</b> _____ _____ _____ <b>Daytime telephone #</b> _____ <b>Email</b> _____
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**Contractor** \_\_\_\_\_ **Mailing Address** \_\_\_\_\_  
**Daytime telephone #** \_\_\_\_\_ **Email** \_\_\_\_\_

**Copy (Wording) of sign** *Attach drawing* Is this a change of copy to an existing sign? No  Yes   
 \_\_\_\_\_  
 \_\_\_\_\_

**Type** On-premise  Off-premise  Freeway oriented   
 Ground  Wall  Projecting  Roof  Other  (specify) \_\_\_\_\_  
 Electronic changing  Rotating (corner lots only)  Not rotating   
 One face  Two faces  Corner sign

**Size** Height: \_\_\_\_\_ feet \_\_\_\_\_ inches Width: \_\_\_\_\_ feet \_\_\_\_\_ inches  
*Applications for any permanent sign exceeding ten square feet in area and any temporary sign exceeding twenty-five square feet in area shall be accompanied by structural details of sign framing and anchorages; large signs and pylon signs shall be designed by a registered P.E. Attach these plans to the application form.*

**Location** Distance from ground to: bottom of sign \_\_\_\_\_ feet top of sign \_\_\_\_\_ feet  
 Lot frontage along which sign will be facing: \_\_\_\_\_ feet  
 Building length along which sign will be placed: \_\_\_\_\_ feet  
 Proposed setback(s) from property line(s) *Attach location map*  
 \_\_\_\_\_ feet from \_\_\_\_\_ (name) Street  
 \_\_\_\_\_ feet from \_\_\_\_\_ (name) Street

**Lighting**  Non-illuminated  Incandescent  Internally illuminated  Fluorescent  Externally illuminated  Neon

