



# SIGN PERMIT APPLICATION

Planning Department, 229 Main Street, Nashua, NH 03061-2019

Received by \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Store /Company name \_\_\_\_\_

Unit # \_\_\_\_\_ Mall name \_\_\_\_\_

Sheet \_\_\_\_\_

Lot # \_\_\_\_\_

Zone \_\_\_\_\_

Site \_\_\_\_\_

Subdiv plan \_\_\_\_\_

**Project #** \_\_\_\_\_

Property account # \_\_\_\_\_

**Owner** \_\_\_\_\_

Mailing address \_\_\_\_\_

Daytime telephone # \_\_\_\_\_

Email \_\_\_\_\_

**Applicant** \_\_\_\_\_

Mailing address \_\_\_\_\_

Daytime telephone # \_\_\_\_\_

Email \_\_\_\_\_

**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

*A separate electrical permit is required to wire the electrical sign. You must call for an electrical inspection of the sign prior to installation if the sign is to be electrified. All electrical signs shall be listed (example UL) unless otherwise permitted and installed in compliance the National Electrical Code. The sign permit will not be released until an application for an electrical permit has been received.*

**Existing signs** Are there existing signs on or within the property lot, building or development? No  Yes   
 If yes, describe the number, type, size, copy and location of signs. Attach a photo of the existing signs.

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I hereby attest to the accuracy of the information submitted herein, including any attachments, and acknowledge that any inaccuracies or omissions can result in revocation of this permit and loss of my vested rights to this sign.

\_\_\_\_\_  
*Name of applicant (print)*

\_\_\_\_\_  
*Signature of applicant*

\_\_\_\_\_  
*Signature of owner or authorized agent \**

\_\_\_\_\_  
*Date*

\* If not the owner of the property, written permission from the owner must be presented indicating authorization to apply for the permit.

### APPROVALS

BUILDING OFFICIAL OR DESIGNEE:  Required  Not required

Approved

Denied

\_\_\_\_\_  
*Building Official or designee*

\_\_\_\_\_  
*Date*

Comments \_\_\_\_\_

ZONING ADMINISTRATOR OR DESIGNEE:

Approved

Denied

\_\_\_\_\_  
*Zoning Administrator or designee*

\_\_\_\_\_  
*Date*

This sign permit is issued subject to the following additional requirements or stipulations:

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Comments \_\_\_\_\_

<input type="checkbox"/> Application fee	\$25	Receipt #	_____	Date	_____
<input type="checkbox"/> 50 sq. feet or less	\$55	Receipt #	_____	Date	_____
<input type="checkbox"/> 51 – 150 sq. feet	\$105	Receipt #	_____	Date	_____
<input type="checkbox"/> 151 sq. feet and over	\$200	Receipt #	_____	Date	_____
<input type="checkbox"/> Change of copy	No charge				