

Application for Sign Permit

**Permit fee of \$50 is due
At time of submittal**

1. Property information

Street Address where sign will be erected		
Property Owner	Mailing Address	Phone

2. Application information

Sign Owner	Mailing Address	Phone
Contractor	Mailing Address	Phone

3. Sign characteristics

Type of sign(s):	<input type="checkbox"/> Wall sign	<input type="checkbox"/> Free Standing	<input type="checkbox"/> Other
	<input type="checkbox"/> Wood	<input type="checkbox"/> Metal	<input type="checkbox"/> Other

4. Signage dimensions, locations and message

WALL SIGNS:	Number of signs	Sign Area Dimensions (L X W)
Front elevation:		
Rear elevation:		
Side elevation:		
Text that will appear on the sign:		
FREESTANDING SIGNS:	Number of Signs:	Sign Area Dimension /face:
		Number of faces

5. Project documents to be submitted

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Diagram of sign including dimensions (required for all signs)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Site diagram showing locations of sign(s) on site (required for all freestanding signs)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Engineering calculations

6. Worker's Compensation Insurance (check one)

<input type="checkbox"/>	Current Certificate of Insurance on file with the Public Works Department
<input type="checkbox"/>	Sworn affidavit on file with the Public Works Department

7. Other permits applied for

<input type="checkbox"/> Electrical permit	Date submitted:	
<input type="checkbox"/> Building permit	Date submitted:	

8. Certification

I hereby certify that all information given is correct and that all pertinent Borough Ordinances will be complied with in performing the work for which this permit was issued.	
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Signature

Date

For Department Use Only

Code Enforcement Officer		
Permit #	Date Issued	Permit Fee

