

## APPLICATION FOR SIGN PERMIT

TOWN OF NEWINGTON, BUILDING DEPARTMENT, 200 GARFIELD STREET, NEWINGTON, CT 06111  
Telephone: (860) 665-8580 Fax: (860) 665-8577

ADDRESS AND LOCATION OF SIGN(S) \_\_\_\_\_

BUILDING FRONTAGE ON \_\_\_\_\_ FT. \_\_\_\_\_

CONTRACTOR'S NAME \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

CONTRACTOR'S ADDRESS \_\_\_\_\_

OWNER'S NAME \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

OWNER'S ADDRESS \_\_\_\_\_

TOTAL VALUE OF WORK TO BE PERFORMED \$ \_\_\_\_\_

DESCRIPTION OF WORK TO BE PERFORMED (SIGN MATERIAL & WORDING ON SIGN. BE SPECIFIC.)  
\_\_\_\_\_

NUMBER OF SIGN(S) REQUESTED \_\_\_\_\_ TOTAL AREA OF SIGN(S) REQUESTED \_\_\_\_\_

TYPE OF SIGN: \_\_\_\_ WALL \_\_\_\_ FREE-STANDING \_\_\_\_ ROOF \_\_\_\_ REAL ESTATE \_\_\_\_ AWNING  
\_\_\_\_ CONSTRUCTION \_\_\_\_ MARQUEE \_\_\_\_ PROJECTION \_\_\_\_ OTHER

DIMENSIONS: 1<sup>ST</sup> SIGN \_\_\_\_\_ 2<sup>ND</sup> SIGN \_\_\_\_\_ 3<sup>RD</sup> SIGN \_\_\_\_\_

TOTAL SIGN AREA: 1<sup>ST</sup> SIGN \_\_\_\_\_ 2<sup>ND</sup> SIGN \_\_\_\_\_ 3<sup>RD</sup> SIGN \_\_\_\_\_

SIGN ACTIONS REQUESTED: \_\_\_\_ ERECT \_\_\_\_ RECONDITION \_\_\_\_ REMOVE \_\_\_\_ REPAIR \_\_\_\_ RELOCATE

TPZ/ZBA APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

REMARKS: \_\_\_\_\_

PLANS: The Business owner or his authorized agent shall submit 2 copies of construction plans (with site location plan) for the sign to be erected, showing all dimension, material and height. Electrical Permit Application for illuminated signs, signed by the electrician with a copy of his/her license attached, shall be submitted with the Sign Permit Application.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

Please print name: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PERMIT FEE: \$ \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

ZONING FEE: \$ \_\_\_\_\_

DATE: \_\_\_\_\_

TOTAL PAID: \$ \_\_\_\_\_

PERMIT NO. \_\_\_\_\_ APPROVED BY: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_  
DATE: \_\_\_\_\_ DATE: \_\_\_\_\_

**NO WORK SHALL BE STARTED UNTIL THE BUILDING DEPARTMENT HAS  
RECEIVED THIS APPLICATION AND HAS ISSUED A SIGN PERMIT.**

**NOTE: CALL BUILDING DEPARTMENT FOR REQUIRED INSPECTIONS.**

**24 HOUR NOTICE IS REQUIRED (860-665-8580)**

## **APPLICATION FOR SIGN PERMIT INFORMATION**

1. Must have drawings or a picture of the proposed sign showing size, color, lettering, etc.  
If the sign will be mounted, please show attachment detail.
2. We will need a Zoning Permit Application for wall signs and free-standing signs. Free standing signs will also need a plot plan or site plan showing where the sign will be installed.
3. If the sign is illuminated, an Electrical Permit Application is required to accompany the Sign Application. Provide UL listing or E Registration number of manufacturer.
4. No license is needed for installer, only for the electrical contractor.