Procedures for a Sign Permit

(Please be sure to have all applications and plans complete in order to expedite your permit application)

Step 1: Please read all applications, affidavits and informational packets carefully.

Step 2: Fill out **Zoning Application** completely and sign as indicated. You must provide with your Zoning application a description and content of the sign (zoning may also require a site plan depicting the location of sign). ***Must provide total wall area for all façade signs*.** Zoning permit must be approved and paid before applying for Construction Permits.

Step 3: After Zoning permit is approved and paid for, fill out shaded areas of **Construction Jacket** completely and accurately, check off all appropriate items on **inside of cover** and sign and date as indicated.

Step 4: You must provide a copy of the approved **Zoning Permit** with the Construction jacket.

Step 5: Contractor must fill out **Building Application** completely and accurately (including **size and costs**) and **sign** as indicated.

Step 6: If sign is to be illuminated, a **New Jersey Licensed Electrician** must fill out **Electrical Application** completely and accurately (including **costs**) and **sign** and **seal** as indicated.

Step 7: Please provide with your application **(2) sets of signed and sealed New Jersey Registered Architectural or New Jersey Licensed Engineered** plans on how the sign is to be constructed and attached to building (if applicable). These plans must be complete and accurate, describing the footing through the top of the sign. If sign is to be illuminated, please provide **electrical schematic** with plans.

Please note: These instructions are informational only. There may be additional information required or requested based on the individual application.

*If you have questions or concerns, please contact the **Construction Office** and **keep all informational packets for you records.**

*Please sign and date to indicate that you have read and understood these procedures.

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*_Construction Clerk_, please check that all procedures have been followed, then date and initial _____ and **give copy back to applicant**. When issuing this permit, please make sure **Applicant** receives all **paperwork** associated with permits as well as any **site set(s)** of plans and/or **inspectors' notes**.