

## APPLICATION FOR SIGN PERMIT

1. Must have drawings of a picture of the proposed sign showing size, color lettering etc.
2. If the sign is free standing - we need a Zoning Permit Application (\$15.00) and Plot Plan or Site Plan showing where the sign will be installed.
3. If the sign is illuminated, an Electrical Permit Application is required with the sign application.
4. If the sign is temporary, (banners etc.) then the dates need to be included In the Description of Work. Banners can only be up 20 days in a one-year period. It can be 20 days at one time or split up.  
**Charge \$15.00 for temporary signs.**
1. No license is needed for installer, only for electrical.

**APPLICATION FOR ZONING / BUILDING SIGN PERMIT**  
TOWN OF NEWINGTON, 131 CEDAR STREET, NEWINGTON, CT 06111  
Telephone (860) 665-8580 Fax (860) 665-8577 - Building Department

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

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

SIGN CONTRACTOR \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

CONTRACTOR'S ADDRESS \_\_\_\_\_ STATE REG. NO. \_\_\_\_\_

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

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

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

DESCRIPTION OF WORK TO BE PERFORMED (SIGN MATERIAL & WORDING) (BE SPECIFIC)

\_\_\_\_\_

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

**TYPE OF SIGN:**

Wall  Free standing  Marquee  Projection  Roof  Temporary   
Banner  Construction  Real Estate  Awning  Other

DIMENSIONS: 1ST SIGN \_\_\_\_\_ 2ND SIGN \_\_\_\_\_ 3RD SIGN \_\_\_\_\_

TOTAL SIGN AREA: 1ST SIGN \_\_\_\_\_ 2ND SIGN \_\_\_\_\_ 3RD SIGN \_\_\_\_\_

SIGN(S) IS:  Illuminated  Non-Illuminated

SIGN ACTIONS REQUESTED :

Erect  Recondition  Repair  Remove  Relocate  Temporary Special Event

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: \_\_\_\_\_  
(applicant) (date) (telephone no.)

Please print name \_\_\_\_\_  
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PERMIT FEE \$ \_\_\_\_\_

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

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

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

PERMIT NO. \_\_\_\_\_ BUILDING PERMIT APPROVED BY \_\_\_\_\_ ZONING PERMIT APPROVED BY: \_\_\_\_\_

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

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

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