

Requirements for Permanent Sign Permit

Section 3- Special Permit or Variance Finding for Permanent Signs

1. Complete in full and legible a Sign Permit application with the following requirements:
 - a. The building owner's original signature (section 4 on Sign Permit application) and proof of ownership. If an agent is signing for the building owner, an authorization letter in compliance with Chapter One of the MA Building Code is required.
 - b. All pertinent information on the front and rear of Sign Permit application must be complete.
 - c. Sign details in section 3 shall be complete. If there multiple signs associated with an individual address, all signs shall be included separately on a single application. (signs associated with multiple addresses must be applied for with multiple sign permit applications)
 - d. For free standing signs a certified plot plan drafted by a MA Registered Land Surveyor showing location of the sign and setbacks, height and square footage of the sign must accompany the Sign Permit application.
 - e. Any omissions will cause denial of the application.
2. Once the sign permit application and all supporting documents are complete, submit the sign permit application to the [Building Department](#). A review for [Zoning](#) Compliance will be completed at this time. The review time is approximately 7 to 10 business days.
3. Once the sign permit application and all supporting documents are reviewed by the Building Department, submit the application to the Design Review Board (DRB), located in the [Planning Board](#) Office for advisory recommendation.
4. Once the advisory recommendation from the DRB is obtained for the design, submit the sign permit application with the DRB advisory recommendation and approved plans of the sign(s) to the [Zoning Board of Appeals](#). Please contact the Zoning Board of Appeals for application requirements.
5. Once approval from the [Zoning Board of Appeals](#) is obtained and the decision has been recorded, submit the sign permit application with the DRB advisory recommendation letter, approved plans of the sign(s) and the [Zoning Board of Appeals](#) decision to the [Building Department](#).