

## EXAMPLE APPLICATION FOR PERMIT TO ERECT A SIGN

NOTE: BUILDING PERMIT MUST BE OBTAINED BEFORE SIGN IS ERECTED

	Location, Ownership and Detail Must Be Correct, Complete, and Legible								
THE DONE						5	Salem, Massachu	setts	
To the Building Inspector:		126							Date
The undersigned hereby app	olies for a permit t	o <b>XErec</b> i	i, 🛮 Alter, 🗈	Repair a s	sign o	n the follo	owing described	buildings:	
Street Address			Zoni			District			
120 Washingto	mSt.		15	35	ļ		Renewal Area c District	☐ Entrance Co	orridor
Property Owner: Name	Charle	~ Z	rown			Use o	f Building		
Telephone	978 745-0197					1 <sup>st</sup> floo	or retail		
Sign Owner: Name						2 <sup>nd</sup> flo	or Affice		
Address	Susan Lines 120 Washington St, Unit A					3 <sup>rd</sup> floo	01716		
Telephone					7	4 <sup>th</sup> floo	DITICE		
E-mail	978 7410-0530					How many businesses are in the building?			
	Sjames@amail.com					Frontage			
If a corporate body, name of responsible officer			O			Front	age		
Sign Erector: Name	NA					Buildir	ng	40	linear feet
Construction Sup's License No	<b>*</b>					Applic	ant's Space (if m	ulti-tenant)	linear feet
Address						Prope		40	linear feet
Telephone						Mail S	ign Permit to	70	
E-mail							Owner 🗆 Sign E	rector   Other	:
Proposed Signs (If more than three signs are proposed, attach additional sheets)									
Sign 1	ar ance signs are	Sign 2	i, attaori ada	moriai siree	,(3)		Sign 3	50000	
□ Surface		□ Surfac					□ Surface		
☐ Right Angle to Building☐ Free Standing		□ Right / □ Free S	Angle to Build	ding			<ul><li>□ Right Angle to</li><li>□ Free Standing</li></ul>		
Awning			anding			☐ Awning			
Portable (A-Frame)		<ul><li>Awning</li><li>Portable (A-Frame)</li></ul>				□ Portable (A-Fi			
Other (specify)	Other (specify)				<del></del>	-	□ Other (specify	")	
Sign Materials WXX		Sign Materials				Sign Materials			
Sign Dimensions		Sign Dimensions					Sign Dimension	S	
Sign Area	sq ft	Sign Area				sa #	Sign Area		4
Sign Height (if free standing)	NIA	Sign Height (if free standing)				sq ft	Sign Height (if fr	ree standing)	sq ft
Estimated Cost of Net Work	17 (7)					<u>l</u>			
\$ 200									
Existing Signs					5	Signature	s		
Туре	Sign	Area	To Be Rer	I	3	Sign Own	er_	7	
☐ Surface ☐ Right Angle to Building		sq ft sq ft	□ yes	□ no □ no	-		- Joan	Jame	S
□ Free Standing	sq ft		ges no		5	Sign Owne	er's Authorized R	epresentative	
□ Awning		sq ft	□ yes	□ no					
□ Other (specify)		sq ft u yes u no				Property Owner Jan Branch			
Internal Review									
Planning & Community Development Department						Historical Commission			
Approval									

**Building Inspector** 

EXAMPLE

August 24, 2010

Design Review Board c/o DPCD City of Salem 120 Washington Street Salem, MA 01970

Dear Members of the Design Review Board:

I am proposing to add a portable sign in front of my business. The sign will be 2' x 3' and is internally weighted with sand so it is stable.

As you can see in the attached drawing, the sign will have a 2" wood frame painted Benjamin Moore Essex Green. My business name and logo will occupy the top 8" of the sign on a wood panel. The business name is in Arial font and will be 7" tall. The business name and logo will be my corporate red color. The remaining area of the sign will be a black chalkboard that I will use to write weekly specials and promotions.

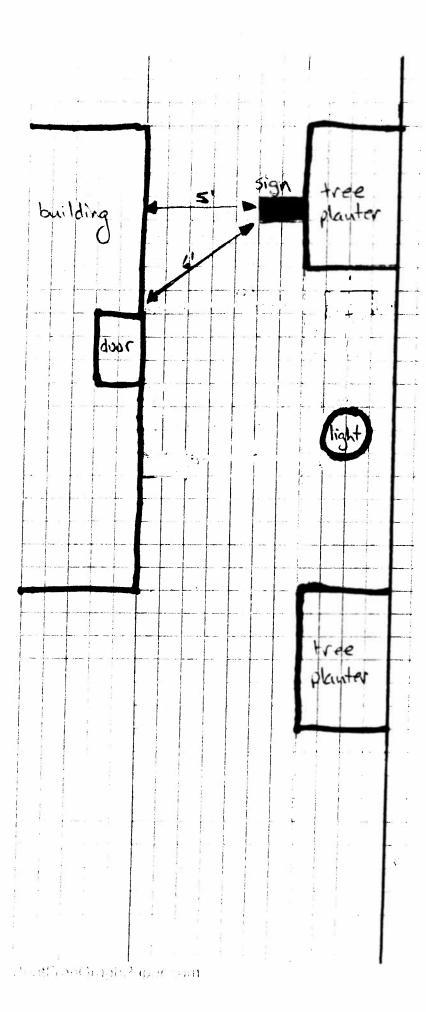
I would like to locate the sign next to the tree planter near the entrance as shown on the attached plan. This location meets the minimum 5' clearance and is within 10' of the entrance.

My business has its own entrance. The other businesses in the building use different entrances.

I look forward to discussing my proposal with you at the next DRB meeting.

Sincerely,

Susan James



PLAN EXAMPLE