



EXAMPLE

APPLICATION FOR PERMIT TO ERECT A SIGN

Permit Number _____

NOTE: BUILDING PERMIT MUST BE OBTAINED BEFORE SIGN IS ERECTED
Location, Ownership and Detail Must Be Correct, Complete, and Legible

Salem, Massachusetts _____ Date _____

To the Building Inspector:The undersigned hereby applies for a permit to ☒ **Erect**, ☐ **Alter**, ☐ **Repair** a sign on the following described buildings:

Street Address 120 Washington St.		Zoning B5	District <input checked="" type="checkbox"/> Urban Renewal Area <input type="checkbox"/> Entrance Corridor <input type="checkbox"/> Historic District <input type="checkbox"/> None	
Property Owner: Name Charles Brown		Use of Building 1 st floor retail 2 nd floor office 3 rd floor office 4 th floor office How many businesses are in the building? 3		
Telephone 978 745-0197				
Sign Owner: Name Susan James				
Address 120 Washington St, Unit A				
Telephone 978 741-0520				
E-mail sjames@gmail.com		Frontage Building 40 linear feet Applicant's Space (if multi-tenant) 20 linear feet Property 40 linear feet Mail Sign Permit to <input checked="" type="checkbox"/> Sign Owner <input type="checkbox"/> Sign Erector <input type="checkbox"/> Other:		
If a corporate body, name of responsible officer				
Sign Erector: Name N/A				
Construction Sup's License No				
Address				
Telephone				
E-mail				

Proposed Signs (If more than three signs are proposed, attach additional sheets)

Sign 1	Sign 2	Sign 3
<input type="checkbox"/> Surface <input type="checkbox"/> Right Angle to Building <input type="checkbox"/> Free Standing <input type="checkbox"/> Awning <input checked="" type="checkbox"/> Portable (A-Frame) <input type="checkbox"/> Other (specify) _____	<input type="checkbox"/> Surface <input type="checkbox"/> Right Angle to Building <input type="checkbox"/> Free Standing <input type="checkbox"/> Awning <input type="checkbox"/> Portable (A-Frame) <input type="checkbox"/> Other (specify) _____	<input type="checkbox"/> Surface <input type="checkbox"/> Right Angle to Building <input type="checkbox"/> Free Standing <input type="checkbox"/> Awning <input type="checkbox"/> Portable (A-Frame) <input type="checkbox"/> Other (specify) _____
Sign Materials wood	Sign Materials	Sign Materials
Sign Dimensions 2' x 3'	Sign Dimensions	Sign Dimensions
Sign Area 6 sq ft	Sign Area sq ft	Sign Area sq ft
Sign Height (if free standing) N/A	Sign Height (if free standing)	Sign Height (if free standing)

Estimated Cost of Net Work

\$ 200

Existing Signs

Type	Sign Area	To Be Removed?
<input type="checkbox"/> Surface	_____ sq ft	<input type="checkbox"/> yes <input type="checkbox"/> no
<input type="checkbox"/> Right Angle to Building	_____ sq ft	<input type="checkbox"/> yes <input type="checkbox"/> no
<input type="checkbox"/> Free Standing	_____ sq ft	<input type="checkbox"/> yes <input type="checkbox"/> no
<input type="checkbox"/> Awning	_____ sq ft	<input type="checkbox"/> yes <input type="checkbox"/> no
<input type="checkbox"/> Other (specify) _____	_____ sq ft	<input type="checkbox"/> yes <input type="checkbox"/> no

Signatures

Sign Owner	<u>Susan James</u>
Sign Owner's Authorized Representative	<u>[Signature]</u>
Property Owner	<u>Charles Brown</u>

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,

A handwritten signature in cursive script that reads "Susan James". The signature is written in dark ink and is positioned above the printed name.

Susan James

PLAN
EXAMPLE

