



James Turcio  
Building Official

# SIGN PERMIT APPLICATION

City of New Haven  
**Building Department**

200 Orange Street, 5<sup>th</sup> Floor, Suite 502  
New Haven, Connecticut 06510  
Telephone (203) 946-8045 – Fax (203) 946-8049



Toni N. Harp  
Mayor

Building Permit No: B-\_\_\_\_-\_\_\_\_\_

Entered by: \_\_\_\_\_

- 1) Address of Work Location: \_\_\_\_\_ **New Haven, CT**
- 2) Owner: \_\_\_\_\_ Telephone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Owner Address: \_\_\_\_\_
- 3) Applicant: \_\_\_\_\_ Telephone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Applicant Address: \_\_\_\_\_
- 4) Sign Contractor: \_\_\_\_\_ Telephone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Contractor Address: \_\_\_\_\_
- 5) Electrical Contractor: \_\_\_\_\_ Telephone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Electrical Contractor Address: \_\_\_\_\_

### CONSTRUCTION

Metal                  Wood                  Plastic                  Gas with (metal) (wood) frame - combination

Length of Sign \_\_\_\_\_ Height \_\_\_\_\_ Thickness \_\_\_\_\_

Location of building \_\_\_\_\_ Building Line \_\_\_\_\_

Height above sidewalk \_\_\_\_\_ Projection from building \_\_\_\_\_

Special Conditions: \_\_\_\_\_

### METHOD OF ERECTION

Size of Angle or Flat Irons \_\_\_\_\_

Chains or Sign Hooks \_\_\_\_\_

Lag Bolts \_\_\_\_\_

Thru Bolts \_\_\_\_\_

### **(This must include Labor and Materials)**

Estimated Cost: \$ \_\_\_\_\_

Permit Fee: \$ \_\_\_\_\_

Cert. of Approval: \$ **30.00** \_\_\_\_\_  
*(If applicable)*

Total Fees: \$ \_\_\_\_\_

**CERTIFICATION:** I hereby certify that:  I am the Owner of record of the named property or  that, the proposed work is authorized by the Owner of record and/or I have been authorized to make this application as an Authorized Applicant. We agree to conform to all applicable laws, regulations, and ordinances. All information contained within is true and accurate to the best of my knowledge and belief.

X \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_  
Signature of Owner/Authorized Applicant

Reviewed for Code Compliance by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Taxes Paid:  Yes  No \_\_\_\_\_ Plans:  Yes  No Attached  Coop  \_\_\_\_\_

Zone \_\_\_\_\_ By Right \_\_\_\_\_ Variance \_\_\_\_\_ Special Exception \_\_\_\_\_

**BUSINESS SIGN** –  Yes  No

Sign projects 12” over sidewalk -  Yes  No Establishment above ground floor -  Yes  No

Establishment Building less than 100 sq. feet -  Yes  No ---- Lot area \_\_\_\_\_

Area/Foot Length 4 - 3 - 2 - 1 Dimension of front wall(s) \_\_\_\_\_

Total Area - Present business sign(s) \_\_\_\_\_ Sq. Ft. size of new sign \_\_\_\_\_

**ADVERTISING SIGN** –  Yes  No

Note: (Business “D” No Height Restriction by Zoning) must meet Building Code Requirements.

Continuous Face separated by 2’ or less -  Yes  No; distance between advertising signs (100’ minimum)

Wall Sign Not Higher than 20’ -  Yes  No Roof Sign - 25’ high (1 story)  Yes  No

No Higher than 20’ above surface of the widest street toward which sign is oriented -  Yes  No

**BUSINESS & ADVERTISEMENT SIGNS**

Ground Sign 20’ of landscaping -  Yes  No - Yard Requirements of Section 43 & 47  Yes  No

Total Coverage all signs 1/3 wall area -  Yes  No is oriented to residential zone  Yes  No

**RESIDENTIAL SIGNS**

Home occupancy – 1 sq. ft.  Yes  No Name of resident & number 1 sq. ft.  Yes  No

Name and purpose of building 3 sq. ft.  Yes  No height 20’  Yes  No

Half front yard requirements  Yes  No temporary construction 20 sq. ft. 10’ inside front line  Yes  No

**NON-CONFORMING USE** -  Yes  No

Ten (10) percent belt type sign  Yes  No total area front wall \_\_\_\_\_

**Total existing signs** \_\_\_\_\_

**Name of Sign** \_\_\_\_\_

DIAGRAM: DRAW ALL SIGNS EXISTING, SHOW NEW SIGNS, ALL FACES OF BUILDING IF POSSIBLE  
(NOTE: IF MORE WORK SPACE REQUIRED ATTACH HERETO)

\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_\_

**Reviewed and approved by Zoning**

**Department Comments:**

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