

Requirements for Permanent Sign Permit

Section 1- By Right Permit for Permanent Signs

1. Complete in full and legible a 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 10 to 14 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 letter and approved plans of the sign(s) back to the [Building Department](#) for a DRB approval review.
5. **This department does not accept applications via mail.**