

Applications for sign permits shall be made upon forms provided by the Department, and **shall have attached thereto the following:**

- (a) Name, signature, address and telephone number of the owner, applicant or authorized representative of said owner or applicant.
- (b) Name, address and telephone number of the sign contractor.
- (c) **Written consent by the owner, property manager, or representative of the owner of the building, structure or land to which or upon which the sign is proposed to be constructed, erected, replaced, altered, attached, or relocated, authorizing the applicant or representative of the applicant to apply for a sign permit.**
- (d) The location of the building, structure or lot to which, or upon which, the sign or sign structure is proposed to be constructed, erected, replaced, altered, attached, or relocated, including the street number of said building, structure or lot
- (e) The lineal footage of the building frontage to which, or upon which, the sign is proposed to be attached.
- (f) The total linear feet of site frontage upon which any freestanding sign is proposed to be constructed, erected, replaced, altered, attached, or relocated.
- (g) **A depiction of the location of all above ground utilities that will be within eight (8) feet of any portion of the sign or sign structure.**
- (h) **Written documentation demonstrating that the owner, applicant, or authorized representative of said owner or applicant has provided notice of any excavation related to the construction, erection, replacement, alteration, attachment, or relocation of a sign or sign structure to all applicable public utilities in accordance with state law.**
- (i) A description or depiction of the method of illumination, including but not limited to a description of the electrical wiring for the illuminated sign.
- (j) **A scaled drawing of the sign, sign structure and building as they would appear in relation to each other and other signage on the property, including a depiction or description of the number and total area of all existing signs on the property, and a photograph of existing building elevations with signage, preferably in electronic medium.**
- (k) A description of the materials and colors proposed to be used for construction, erection, replacement, alteration, attachment, or relocation of the sign and sign structure.
- (l) A description or depiction of the size and font of the proposed sign copy for the sign.
- (m) A photograph or reasonable facsimile of the sign proposed to be installed shall be required for all signs equal to or less than four (4) square feet.
- (n) A plan drawn to scale depicting the sign and sign structure shall be required for all signs greater than four (4) square feet.
- (o) Technical specifications pertaining to the method of construction and method of attachment or erection of the sign or sign structure shall be required for all signs greater than four (4) square feet.
- (p) **Calculations demonstrating that the sign structure is designed to carry all loads in compliance with the State Building Code and any adopted amendments may be required by the Department in its sole discretion.**
- (q) Electrical or other technical specifications or diagrams as the Department may reasonably require.
- (r) **An engineer's stamp or certification of proper design shall be required for any sign and sign structure greater than one hundred (100) square feet.**
- (s) In addition to the aforementioned application requirements, the Department may require such additional information or submittals as may be necessary to verify compliance with this Article and all applicable



City of Keene, NH

Sign Permit Application

If you have questions completing this form, call (603) 352-5440 or email

For Office Use Only:

Permit # _____

Rec'd By _____

Zoning _____

Fee _____

SECTION 1: PROPERTY INFORMATION

ADDRESS OF SIGN LOCATION:

SECTION 2: CONTACT INFORMATION

OWNER	PRINTED NAME:
	COMPANY NAME:
	MAILING ADDRESS:
	PHONE:
	EMAIL:

APPLICANT	PRINTED NAME:
	COMPANY NAME:
	MAILING ADDRESS:
	PHONE:
	EMAIL:

SECTION 3: DESCRIBE PROPOSED IMPROVEMENTS (Check all that apply)

NOTE: Attachment & anchoring details are required

SIGN TYPE:	Parallel (face of building)	Freestanding (pylon)	Temporary (14 day max)	From:	to
DIMENSIONS OF SIGN:	Width:	Height:	Square Feet:		
BUILDING FRONTAGE:	LOT FRONTAGE:				
SQUARE FOOT OF EXISTING SIGN(S):	WALL:	FREE STANDING:			
ILLUMINATION:	Internal	External	None		
UL LABEL (internally illuminated only):					
SIGN BUILDER:	ADDRESS:				
SIGN ERECTOR:	ADDRESS:				
TOTAL VALUE OF THE PROJECT: \$					

ELECTRICIAN	PRINTED NAME:	COMPANY:	
	MAILING ADDRESS:		
	PHONE:	LICENSE #:	EXPIRATION DATE:
	EMAIL:		
	SIGNATURE:	DATE:	

I hereby certify that as the applicant, I am the owner of this property, or the owners authorized agent. I hereby declare that the statements and information contained in this application and submitted in conjunction with said application are true and accurate to the best of my knowledge. I understand that I am responsible to ensure that all construction or other work will be completed in accord with all Federal, State and Local laws, codes and ordinances, including but not limited to the State Building Code NHRSA 155 A. I understand that I am responsible to ensure that all inspections will be completed as required by the City, and no structure will be used in violation of Federal, State and Local laws, codes and ordinances. The making of a false statement on this form shall constitute a criminal offense.

SIGNATURE:	PRINTED NAME:	DATE:
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