

SIGNS

Applications for building permits will be reviewed when a complete application package is received by the Inspector of Buildings. It is the applicant's responsibility to guide the permit application through the appropriate departments. If you submit an incomplete application package, your application will be returned without review. The Inspector of Buildings is required by law to act on each complete application within 30 days. Under normal conditions applications are reviewed within a week or so.

1. Completed application form and the owner's signature in the appropriate place on the building permit application.
2. A signature by the Treasurer's Office and Planning in the appropriate place on the application.
3. One set of drawings showing the front wall of the building, the sign with dimensions, and the location of the sign. If the sign is free standing, the location must be shown on a certified plot plan.

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