

# **CHECKLIST FOR SUBMITTING A SIGNAGE PERMIT APPLICATION**

## **1. CONSTRUCTION PERMIT APPLICATION**

- \_\_\_\_\_ **A. FILL-OUT NAME, ADDRESS & TELEPHONE NUMBER OF RESPONSIBLE PERSON IN CHARGE OUTSIDE & INSIDE OF FOLDER.**
- \_\_\_\_\_ **B. THE BUILDING PERMIT INCLUDE CLIENT, GENERAL CONTRACTORS INFO, CONTRACTOR'S LICENSE NUMBER, ESTIMATED COST AND DESCRIPTION OF WORK.**
- \_\_\_\_\_ **C. THE ELECTRICAL PERMIT INCLUDE CLIENT, AND NJ STATE LICENSED ELECTRICIAN INFO, ESTIMATED COST OF ELECTRIC, THE UL#'S & THE PERMIT MUST BE SIGNED & SEALED.**
- \_\_\_\_\_ **D. THE SMALL CONSTRUCTION FORM SHOULD INCLUDE CLIENT & GENERAL CONTACTOR'S INFO, DESCRIPTION OF WORK & ESTIMATED TOTAL COST.**

## **2. SUBMIT (2) SETS OF PLANS FOR A SIGNAGE APPLICATION**

- \_\_\_\_\_ **A. SIGN DRAWINGS MUST BE SUBMITTED SHOWING ALL COLORS AND DIMENSION OF EACH SIGN (See below definitions).**
- \_\_\_\_\_ **B. ELEVATION DRAWINGS SHOWING THE HEIGHT & LENGTH OF THE TENANT SPACE MUST BE SUBMITTED. PROPOSED SIGNAGE MUST ALSO BE DRAWN ON THE ELEVATION DRAWINGS SHOWING THE ROOFLINE OR PARAPET WALL HEIGHT (See below definitions).**
- \_\_\_\_\_ **C. FREESTANDING SIGNS AND ENTRANCE SIGNS MUST BE SHOWN ON A SITE PLAN WITH SETBACKS.**
- \_\_\_\_\_ **D. REFACING SIGNS: MUST SUBMIT PICTURES OF THE EXISTING SIGNS.**
- \_\_\_\_\_ **E. SIGNS TO BE LISTED & LABELED PROVIDE UL NUMBERS.**

**Sign Dimensions:** To calculate dimensions of a signs a rectangle must be drawn around the whole sign – from the highest point to the lowest point – show the dimensions of the rectangle on the drawings.

**Elevation Dimensions:** Show the height & length of the tenant space to the roofline on the elevation drawings – To calculate take the height & length total & multiply by .10% for the allowable size of sign permitted on a wall.

**Parapet Roofs:** A sign is permitted above the roofline as long as the parapet is not more than 4ft in height – anything higher would require a variance.