



# TOWNSHIP OF NUTLEY



## APPLICATION FOR SIGN OR AWNING PERMIT

**See reverse checklist for all items that must be submitted with this application!!**

Location \_\_\_\_\_ District \_\_\_\_\_

Applicant / Tenant \_\_\_\_\_ Phone \_\_\_\_\_

Owner \_\_\_\_\_ Phone \_\_\_\_\_

Contractor Name and Address \_\_\_\_\_

\_\_\_\_\_ License # \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

TYPE OF SIGN (circle one):

Ground Sign

Flat Wall Sign

Projecting Wall Sign

Pole Sign

Awning

Other: \_\_\_\_\_

Is sign electrically lighted? YES NO

\*if yes, electrical permit needs to be submitted with application

Size of Sign or Awning: Width \_\_\_\_\_ ft.

Height \_\_\_\_\_ ft.

Width of store front \_\_\_\_\_ ft.

Height of building \_\_\_\_\_ ft.

Distance from walk or ground to bottom of sign or awning \_\_\_\_\_

Distance from curb to face of building or building line \_\_\_\_\_

Projection beyond face of building or building line \_\_\_\_\_

How secured to building or ground \_\_\_\_\_

Estimated cost of work \_\_\_\_\_

### For Office Use Only

\_\_\_\_\_  
DAVID BERRY, Zoning Official

\_\_\_\_\_  
Date

Previous Variance \_\_\_\_\_

Square Footage \_\_\_\_\_ Fee per square foot \_\_\_\_\_ Flat fee \_\_\_\_\_

Permit Fee \_\_\_\_\_ Zoning Fee \_\_\_\_\_ DCA Fee \_\_\_\_\_ Total Fee \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_ Issue Date \_\_\_\_\_ Permit # \_\_\_\_\_

## SIGN AND AWNING CHECKLIST

**By order of the Zoning Official, in order to receive a permit, the following information must be included with you application.**

**This office WILL NOT accept incomplete applications.**

- A photo of the intended building with all existing signage.
- A hold harmless agreement signed by the building **owner** if you are installing or changing an awning or projecting sign.
- Fabric swatches for awning a color rendering is not sufficient.
- Original (NOT FAX) flame resistant certificate completed by the fabric company.
- Color rendering clearly showing size of awning or sign, as well as letters, logos and graphics.
- Square footage of all signage and lettering. This includes all window signage.
- Property survey