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