



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