



City of Marlborough
BUILDING DEPARTMENT

140 Main Street
Marlborough, Massachusetts 01752

Date: _____

Permit No. _____

Address/Location of Sign _____

Name of Business _____

Name of Owner of Business _____ Telephone _____

Type of Sign: (check off which applies)

_____ Flat Wall _____ Free Standing _____ Awning _____ Banner _____ Projecting

Does this site have a Special Permit _____ **YES** _____ **NO**

Is this a replacement of a same size existing sign(s) _____ **YES** _____ **NO**

Dimensions Sign:

Length _____ Width _____ Height (Free Standing) _____ Area _____

Location of Sign on Bld. North _____ South _____ East _____ West _____

Dimensions Façade:

Length _____ Width _____ Area _____

Signature of Responsible Party

Telephone

Installer Company _____ Telephone _____

Email

I hereby declare that I have the authority to request this permit and that the statements and information provided are true and accurate to the best of my knowledge and belief as well as to conform to the City's current Sign Ordinance and MA State Building Code, signed under the pains and penalties of perjury.

Signature

Date

Cost of Sign(s) _____

Permit Fee \$ _____



City of Marlborough
BUILDING DEPARTMENT

140 Main Street
Marlborough, Massachusetts 01752
Tel. (508) 460-3776 Facsimile (508) 624-6504

SIGN PERMIT APPLICATION

What is needed to be submitted:

Sign on the Façade:

1. A photo of the site which will show all existing signage; signs that are being removed; and sign(s) being installed.
2. 2 sets of plans which will show the length, width, height, area, how it is attached, how it is illuminated and the location on the building.

Free Standing Sign:

1. 2 sets of plans which will show the length, width, height, area, how it is attached, and how it is illuminated.
2. A site plan, to scale, which will show the location of the sign and the building for which it will serve. (526-9 C 1(c))
3. Address to be posted on the top of the sign (526-9 C 2(b))

All Other Signs:

1. 2 sets of plans which will show the length, width, height, area, how it is attached, how it is illuminated and the location on the building or on the land.

Further information about signs can be found on the City's website under "City of Marlborough City Code."

Please be aware that a Wiring Permit shall also be needed for the installation of any sign(s) which are to be illuminated. (527-CMR 12.00)

If you had applied to the Planning Board for a Variance, that recorded Variance must be submitted with this application.

CONTINUE ON BACK

Rev 8/16/13