



TOWN OF HARWICH BUILDING DEPARTMENT
732 Main Street, Harwich, MA 02645 Telephone: (508) 430-7506

Payment type / Rec'd by: _____

Permit No.: _____

SIGN PERMIT APPLICATION

Pursuant to the Harwich Code, Part II, Article VII

No **sign permit** shall be issued unless the application, drawings and specifications are in **all** respects in conformance with the Zoning By-laws of the *Town of Harwich "Code"*. New Master Sign Plans / Multiple Tenants require Planning Board approval pursuant to 325.26.I.

Completed application must be submitted in duplicate and must include the following:

1. \$55.00 per sign application
2. One application form **per** sign.
3. An 8 1/2" x 11" scaled drawing of the proposed sign design and color chart. Mock-ups and/or photos must be submitted.
4. Location of sign on property, building or structure. Free standing ground signs require distances from lot lines shown on a plan. The height at top of mounting structure (from grade) is required in the space below.
5. Identify and **attach** photos of *all* existing signs on the parcel. Identify sizes and locations.

Sign Location Information: (check one per line unless otherwise stated):

Map: _____ **Parcel ID.:** _____ **Zone(s):** _____ **Historic District:** Yes No

Address: _____

Business Name: _____

Building Type: Single tenant Multi tenant

Use (circle one): Residential Commercial Retail or Office Industrial Mixed

Sign Details:

Dimensions: _____ / Sq. Footage: _____

Type: Roof Wall Window Ground/ _____ Construction Subdivision

Lighting: (check all) External Backlit None Existing (describe type) _____

Materials list: _____

All Existing Signage: (Attach photos of all site signage here. Label each sign existing and/or permitted.)

Total square footage currently displayed (walls, roof, windows, & ground): _____ SF

Authorizations:

Your signature hereby asserts, to the best of your knowledge, that the information submitted in this application is true and accurate; that you agree to fully comply with the Code of the Town of Harwich and the terms and conditions of any approval of such application to the Building Department, as applicable.

Applicant:

Name: _____

Address/Town//Zip: _____

Telephone: _____ Email: _____

Signature: _____ **Date:** _____

Legal Owner (if other than applicant): I hereby authorize the applicant to act on my behalf in all matters relating to the application for a Building Department sign permit and have reviewed the 'Code' as it applies to this application.

Name: _____

Address/Town//Zip: _____

Telephone: _____ Email: _____

Signature: _____ **Date:** _____

Planning Review / comments: _____

Building Official Review / comments / conditions: _____

Date: _____