Town of Reading
16 Lowell Street
Reading, MA 01867-2683

Community Services Department
Phone: 781.942.6608
Fax: 781.942-9071

*APPLICATION FOR SIGN PERMIT***

DATE: _____ MAP: _____ PARCEL: _____ PERMIT # _____

1. Location _____
2. Building/Property Owner's Name, Address, Phone & Email _____
   _____
3. I, _____, as Owner of the subject property hereby authorize ____ _____ to act on my behalf in all matters relative to work authorized by this permit application.
4. Business Owner's Name, Address, Phone & Email _____
   _____
5. Sign Mechanic's Name, Address, Phone & Email _____
   _____
6. Zoning District: __ Residential __ Business (__A __B__C) __ Industrial __Overlay __ Other
7. Total Number of Signs: _____
8.

SIGN TYPE	LENGTH	WIDTH	DEPTH	Illuminated Y/N	Type of Illumination (external, halo or internal)
Freestanding					
Wall Sign 1					
Wall Sign 2					
Projecting/Blade Sign					
Awning Sign					
Temporary Sign					

9. Area of each sign _____
10. Total sign area of all signs _____
11. Projection/height over sidewalk (for awning & projecting/blade sign) _____
12. Length of front section of building to be occupied (for wall & awning signs) _____
13. Freestanding sign height from ground to bottom of sign _____ To top of sign _____
14. Side yard setback for freestanding signs _____
15. Proposed display dates for temporary signs _____
16. Estimated cost of sign _____
17. ATTACH: Designs, colors, elevation of building, location of sign, photographs, sign materials and other information. A side view of how the sign will be attached for wall & blade signs and foundation details for freestanding signs.

OVER

Additional Notes/Remarks:

_____

_____

Building Owner Signature: _____ Phone/Email _____

Business Owner Signature: _____ Phone/Email _____

$12 per $1,000 total value of construction. The minimum sign permit fee is $110. Temporary signs are $30. Checks made payable to the Town of Reading.

***All signs will comply with Section 6.2 of the Reading Zoning By-Laws and any State Building Code requirements.**
****Internally illuminated signs must have and opaque sign board background. If the illumination shines through more than the letters & graphic you will be asked to replace the sign.**

All signs in the Business-B Zoning District (downtown and the commercial area on Salem Street) require approval from the Community Planning & Development Commission (CPDC) prior to submitting this application to the Building Inspector.

WHAT TO SUBMIT TO THE CPDC (through the Town Planner):
Seven (7) copies of the following material and an electronic copy (jpeg, PDF, or word doc) on a CD or emailed to the Staff Planner or Town Planner.

- This completed application form.
- Colored elevations, drawing or rendering of the proposed sign showing all the dimensions of the sign including the size of letters, length and width, sign area, length of storefront façade, height from ground etc.
- Mounting & foundation details.
- Photographs of the building and adjacent buildings.
- Any sign lighting should be included in this review. Specification sheets should be submitted if external light fixtures are proposed.
- Short narrative about the proposed sign and how it enhances or is consistent with the building's façade.

The CPDC meets twice a month generally on the second and fourth Monday but meetings are subject to change. To be placed on a CPDC meeting agenda material is due one (1) week prior to the meeting date. Please visit the CPDC web-page on the Town's website for the meeting schedule.

After the CPDC approves the sign application it will be submitted to the Building Inspector for review and approval. Please do not install any signs until the Building Inspector has issued the sign permit.