

## **SIGN PERMIT**

**NOTE: CHAPTER §620 OF THE BOROUGH CODES GOVERNS THE REGULATION OF SIGNS.**

**§620-5C (1). Sign permit application and issuance of sign permit.**

*A sign permit application shall be made upon a form provided by the Borough. The sign permit application is in addition to any building permit application required by the New Jersey Uniform Construction Code. The sign permit application shall be accompanied by plans and specifications, together with any site plan required by this chapter or this Code*

**§620-5A. Building permits.** *It shall be unlawful for any person or business or the person in charge of the business to erect, construct or alter a permanent sign structure whose construction is subject to the New Jersey Uniform Construction Code, without first obtaining such building permit from the Borough as may be required by the New Jersey Uniform Construction Code. Permit fees, if any, shall be paid in accordance with the applicable fee schedules. The requirement of a building permit under the New Jersey Uniform Construction Code is separate and independent of the requirement for a sign permit under this chapter.*

**ALL WALL AND PERMANENT SIGNS REQUIRES A SIGN PERMIT FROM ZONING, AS WELL AS FROM THE BUILDING DEPT. ALL OTHER SIGNS REQUIRES A PERMIT FROM ZONING.**

For wall and permanent signs, the applicant will be given a “Sign Permit” application and a “Uniform Construction Code” (UCC) jacket. The applicant must complete the Sign Permit and the UCC jacket, with three (3) sets of plans, specifications, and color pictures affixed to the plans. A fee of \$40.00 should be submitted with the Sign Permit application. If the Sign Permit application is denied a denial letter will be sent to the applicant explaining the reason (s) of the denial, with 20 business days to make the corrections. If the Sign Permit application is approved the Sign Permit and the UCC jacket will be forwarded to the Building Dept.

**Any questions you may contact Robert Lawson, Zoning Officer at 908 259-3023.**

Fee: \$40.00  
(Fees Subject To Change)

### BOROUGH OF ROSELLE

Zoning  
210 Chestnut St.  
Roselle, New Jersey 07203  
908-259-3023

Approved  Denied

Date \_\_\_\_\_

Application No. \_\_\_\_\_

Permit No. \_\_\_\_\_

## **SIGN PERMIT**

**IMPORTANT (Please read entirely):**

A COPY OF THE CURRENT SURVEY OF THE PROPERTY MUST BE ATTACHED.

**Please Print All Information:**

Location \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Applicant \_\_\_\_\_

(if applicant is a corporation or partnership, give corporate title or business name, and give name of partner, or authorized agent. \_\_\_\_\_)

Applicants Address (Do Not Use P. O. Box #) \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone # \_\_\_\_\_

Name of Lot Owner \_\_\_\_\_

(if applicant is **NOT** the owner, give name and address of premise owner) \_\_\_\_\_

Address \_\_\_\_\_

City/Zip Code \_\_\_\_\_ Phone # \_\_\_\_\_

Please Check One  Free Standing  Window  Banner  Grand Opening Number of Signs \_\_\_\_\_

**Width of building \_\_\_\_\_ Feet**

Width of sign \_\_\_\_\_ Width of window \_\_\_\_\_

Height of sign \_\_\_\_\_ Height of window \_\_\_\_\_

Total square feet \_\_\_\_\_ Total square feet \_\_\_\_\_

*I am the maker of this application and certify that the statements given herein are correct and true in all particulars.*

\_\_\_\_\_  
Signature Date

<b>FOR OFFICE USE ONLY</b>	Rec'd ____/____/____ Amount \$ _____ <input type="checkbox"/> Check <input type="checkbox"/> Cash
	Receipt # _____ Check # _____ Rec'd By _____

Comments: \_\_\_\_\_

BEGIN DATE \_\_\_\_\_

END DATE \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_ DENIED, based on the following reasons: \_\_\_\_\_