



Haverhill

City Clerk's Office, Room 118
Phone: 978-374-2312 Fax: 978-373-8490
cityclerk@cityofhaverhill.com

SIGN APPLICATION PROCEDURES

If applicant states sign will be flush against building on private property, they apply through the Building Inspector's office only (Room 210).

If sign (or awning) protrudes over city property – sidewalk or street - be it illuminated or not, applicant must fill out an application from City Clerk in duplicate. Applicant must also submit a diagram in duplicate.

Applicant must file with the City Clerk a sign permit bond in the amount of \$25,000 or Certificate of Insurance naming City of Haverhill Additional Insured.

Applicant then takes applications and diagrams to Building Inspector, Room 210. If sign is illuminated applicant must also apply with the electrical Inspector in that office.

After approval of Building Inspector (and Electrical Inspector, if illuminated), both copies are returned to City Clerk's office for appropriate signatures. City Clerk will retain one copy and return one to Building Inspector also with notation concerning bond status.

Cost of application through Clerk's office: \$50 non-illuminated, \$75 illuminated (this is separate from Health Department fees). Again, bond must also be filed with clerk.



SIGN APPLICATION

Haverhill, MA _____, 20__

Name:

Business name:

Address:

Phone:

Email:

Instructions

- For signs on **private** property not projecting over public property, both illuminated and non-illuminated, return this application to the Building Department, Room 210, Haverhill City Hall.
- For signs **overhanging public property**, both illuminated and non-illuminated, please complete this application and a duplicate, obtain approvals from the Building Department and return to City Clerk who will refer to Mayor for final approval-
- Fee: \$75 illuminated, \$50 non illuminated payable to "City of Haverhill" in City Clerk's Office.
- The applicant must also **submit a diagram** in duplicate.
- Applicant must also file with the City Clerk a **sign permit bond in the amount of \$25,000 or Certificate of Insurance naming City of Haverhill Additional Insured.**

Code Reference – Illuminated signs: Chapter 141: Electrical Standards, § 141-2 Signs. <http://ecode360.com/6260977>
Sign Ordinance: Chapter 255: Zoning Article VII: Signs <http://ecode360.com/6263309>
Illuminated signs: Chapter 222: Streets and Sidewalks § 222-21 Permits for illuminated signs; fee. <http://ecode360.com/6262011>

Location of sign:

Dimension of Sign:

Material of which it is to be constructed

Distance projecting over sidewalk:

Manner of support or attachment to building:

For illuminated signs – fee: \$75

How it is to be illuminated:

Number of candle power per sq ft of sign surface space:

Number of hours per day to be illuminated:

CITY OF HAVERHILL- Sign Permit (page 2)

Inspectional Services Department, _____, 20__

APPROVED:

Wire Inspector

Building Inspector

By the Mayor _____

GRANTED:

Attest: _____ City Clerk