



# City of Westbrook

## SIGN PERMIT APPLICATION

Date Received: \_\_\_\_\_

### Type of Application

Residential     Commercial     Demolition     Sign     Village Review Overlay

### Project Information

Property Address: \_\_\_\_\_ Tax Map: \_\_\_\_\_ Lot: \_\_\_\_\_

Description of Project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Cost of Construction/Demolition: \$ \_\_\_\_\_  Floodplain  Shoreland Zone

### Property Owner Information

### Contractor Information

Property Owner: \_\_\_\_\_ Contractor: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
Office Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Email: \_\_\_\_\_

### ATTENTION

Periodic Inspections are required. See the Inspection Schedule Form. Failure to schedule inspections and/or receive final approval by the Inspector will constitute Occupancy without a Certificate. Fines will be imposed at a rate not less than One Hundred (\$100.00) per day, nor more than Twenty-Five Hundred Dollars (\$2,500.00) per day.

I hereby acknowledge that I have read this application and state that the above is correct and agree to comply with all City Ordinances and State laws regulating building construction. Work will not begin until building permit card is posted.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Owner  Contractor  Applicant



## Sign Permit

### Application Process.

- A. **Permit Required.** Except as otherwise provided herein, a sign or advertising devise of any nature may not be erected on a lot or affixed to the exterior of any building or structure without first obtaining a sign permit from the Code Enforcement Officer.
- B. **Computation of Area.** The area of a sign is determined by connecting the exterior points of the signboard or display elements, whichever is larger. It must include any open space between display elements. Display elements include letters, words, trademarks, medallions, symbols, and other devices intended to advertise or indicate the name of the premises, products or services available. (Ord. 8/21/06)
- C. **Submission Requirements.** All permit applications shall include:
  1. A color drawing showing all sign dimensions and building dimensions as necessary, types of materials, wording, colors to be used, along with any proposed illumination and a visual depiction of where the sign would be located on the site.
  2. Day and night renderings for illuminated signs may be required.
  3. A fee shall be assessed for the review and administration of all sign permits as set forth in the Master Fee Schedule.
- D. **Permit Decision.** Once the CEO is in receipt of a complete application, the CEO shall approve, approved with conditions, or deny the application.
  1. The applicant can proceed with sign installation once the Code Enforcement Officer has issued the sign permit.
  2. Applicant to contact the Code Enforcement Office once sign is installed for verification by CEO that sign was installed per approved plans.