

Important Information

All permit application forms must be printed on legal size paper (8 1/2" x 14"). Reduced size copies (printed on letter paper) are not acceptable because ample room is needed for handwritten notations on the applications by office staff.

Any forms that have a colored background must be printed in color.

Color printouts are necessary because the Division uses a color coding system.

Type in information on screen and print out. Print pages 2 and 3 in color on legal size paper.

Sign and have notarized where required.

Applications are not accepted by email.



Town of Greenwich
 DPW, Building Inspection Division
 Town Hall - 101 Field Point Road
 Greenwich, CT 06836-2540
 Phone: 203-622-7754 - Fax: 203-622-7848

<i>OFFICE USE ONLY</i>
PERMIT NO. _____
ISSUE DATE: _____
COMPLETED BY APPLICANT _____
PARCEL ID _____

PERMIT APPLICATION FOR ERECTION OF SIGNS

The undersigned owner or authorized agent, in accordance with Section 6-163 of the Building Zone Regulations and structural requirements for the Building Code, hereby applies for a permit to erect signs as listed herein and in accordance with the Building Zone Regulations and Building Code, and agrees to give notice when installation is complete.

(PLEASE TYPE)

OWNERS AND AGENTS

PROPERTY OWNER _____ ADDRESS _____

TENANT/LESSEE _____ ADDRESS _____

PERMITEE / OWNER'S AGENT	
[PERSON RESPONSIBLE FOR SUPERVISION AND COMPLIANCE WITH SKETCHES, DETAILS, THIS APPLICATION, AND LAWS AND ORDINANCES]	
NAME [TYPE] _____	ADDRESS _____
CT REG. NO. _____	PHONE _____

LOCATION

ADDRESS _____ on the NORTH SOUTH EAST WEST side

APPROXIMATELY (DISTANCE) _____ N S E W FROM THE INTERSECTION WITH _____

SECTION OF TOWN

CENTRAL OUTLYING BYRAM PEMBERWICK GLENVILLE COS COB RIVERSIDE OLD GREENWICH

SIGN INFORMATION

SIGNS TO BE ERECTED

	Sign 1	Sign 2	Area Subtotal
<input type="checkbox"/> Free standing - Business	Area: _____ sf +	_____ sf =	_____ sf
<input type="checkbox"/> Wall - Business	Area: _____ sf +	_____ sf =	_____ sf
<input type="checkbox"/> Window - Business	Area: _____ sf +	_____ sf =	_____ sf
<input type="checkbox"/> Sale or rental	Area: _____ sf +	_____ sf =	_____ sf
<input type="checkbox"/> Subdivision	Area: _____ sf +	_____ sf =	_____ sf
<input type="checkbox"/> Construction project	Area: _____ sf +	_____ sf =	_____ sf
<input type="checkbox"/> Residential Zone use	Area: _____ sf +	_____ sf =	_____ sf
<input type="checkbox"/> Other	Area: _____ sf +	_____ sf =	_____ sf
Total Area			_____ sf

ALL EXISTING SIGNS ON PROPERTY

Total area, as detailed on back of application: _____

Front & sides _____

Rear _____

PERMISSIVE AREA OF SIGNS ON PROPERTY (Business zones only)

Building frontage (measured parallel to street): _____ ft. x 2 sf = _____ sf

Building width at rear: _____ ft. x 2 sf = _____ sf

Special Devices As sketched on back

From date _____ to date _____

VALUE OF WORK

PERMIT FEE DUE

INVESTIGATION FEE

Certificate of Occupancy may be withheld until final valuation of work has been established and fee adjusted and paid. Issuance of this permit shall not be construed as a permit to perform any regulated activity on any inland wetlands.

CODE INFORMATION
ZONING REGULATIONS
Building Zone _____
Flood Zone _____ Elev. _____ NGVD
PROPOSED SETBACKS
Front _____ Side _____
Rear _____ Side _____

AMENDMENTS:	OFFICE USE ONLY
ZONING REVIEW	
A.R.C. / P & Z approval:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date _____	
Zoning Compliance _____	
Signed _____	

Tax Stamp _____

Permittee _____

By (signature) _____

Phone _____

PERMIT PICKUP REQUESTED MAIL PERMIT

PERMIT APPLICATION FOR ERECTION OF SIGNS

SIGNS TO BE ERECTED

Attach sketches (in duplicate if approved copy is needed) or, for simple installations, sketch below to indicate for:

- Free Standing:** Location respect to nearest lot lines, overall height, clear space under, dimensions and area, illumination details, text, structural details.
(Class A-2 Survey Map required.)
- Wall:** Location on building, front, side, rear, projection from and above wall, dimensions and area, illumination details.
- Window:** Location, dimensions and area, dimension of area of glass to which applied, text.
- Other:** As necessary to indicate compliance.
- Special devices:** Sketches with details.

ALL SIGNS EXISTING

Rough sketch, general location, dimension, area, type