



**CITY OF MANCHESTER**  
**PLANNING AND COMMUNITY DEVELOPMENT**  
**BUILDING REGULATIONS DIVISION**  
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This form should be filled out and mailed or emailed to the address shown to the left. If you have any questions, please call our office between the hours of 7:30 AM and 5:00 PM.  
 Effective: 09/02/14

**APPLICATION FOR SIGN PERMIT**

**Building Permit No:** \_\_\_\_\_ **Sign Application No:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Location (Street Address):** \_\_\_\_\_

**Zoning District:** \_\_\_\_\_ **Historic District:**  Yes  No **Arena Overlay District:**  Yes  No

**Owner / Tenant Name:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone No:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

<b>Type of Sign:</b>	<input type="checkbox"/> Wall	<input type="checkbox"/> Roof	<input type="checkbox"/> Projecting	<input type="checkbox"/> Electronic Message Board
	<input type="checkbox"/> Window	<input type="checkbox"/> Free-Standing	<input type="checkbox"/> Other	
<b>Please Indicate:</b>	<input type="checkbox"/> Electric	<input type="checkbox"/> Non-Electric		

**Sign Material:** \_\_\_\_\_

**Overall Height Above Ground:** \_\_\_\_\_

**Extreme Dimensions of Signs (length x height):** \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ SF **Number of Faces** \_\_\_\_\_

**Exterior walls dimensions (length x height (for wall signs))** \_\_\_\_\_

**Projection of sign over public way:** \_\_\_\_\_ Feet \_\_\_\_\_ Inches

**Distance from front lot line:** \_\_\_\_\_ Feet \_\_\_\_\_ Inches

Item	# Requested	Cost	Unit	Total Cost
<b>APPLICATION FEE (Non-Refundable)</b>				<b>\$ 25.00</b>
On private property up to 50 SF face area		50.00	Each	
On private property > 50 SF face area		1.50	Per SF	
Over public property up to 50 SF face area		50.00	Each	
Over public property > 50 SF face area		1.50	Per SF	
Temporary outdoor sign		35.00	Each	
<b>TOTAL COST:</b>				<b>\$</b>

**All sign applications must be accompanied by plans and elevations drawn to a standard scale in accordance with the dimensions listed above and illustrating the following:**

1. An accurate representation or all proposed signage.
2. The exact location of the sign to its extreme edge or face.
3. The methods of attachment, structural support and illumination.
4. A master inventory by plan or photograph of all existing signs showing type, size, exact location and including dimensions of exterior walls.
5. Large signs will require structural certification by a NH registered engineer.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**Building Permit No:** \_\_\_\_\_

**Sign Application No:** \_\_\_\_\_

<b>Type of Sign:</b>	<input type="checkbox"/> Wall	<input type="checkbox"/> Roof	<input type="checkbox"/> Projecting	<input type="checkbox"/> Electronic
	<input type="checkbox"/> Window	<input type="checkbox"/> Free-Standing	<input type="checkbox"/> Other	Message Board
<b>Please Indicate:</b>	<input type="checkbox"/> Electric	<input type="checkbox"/> Non-Electric		

Sign Material: \_\_\_\_\_

Overall Height Above Ground: \_\_\_\_\_

Extreme Dimensions of Signs (length x height): \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ SF      Number of Faces \_\_\_\_\_

Exterior walls dimensions  
(length x height (for wall signs))      \_\_\_\_\_

Projection of sign over public way:      \_\_\_\_\_ Feet      \_\_\_\_\_ Inches

Distance from front lot line:      \_\_\_\_\_ Feet      \_\_\_\_\_ Inches

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<b>TOTAL COST:</b>				<b>\$</b>

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