



**CITY OF FRAMINGHAM**  
**Inspectional Services Division**  
**Department of Building Inspection**  
 150 Concord Street, Room 203  
 Framingham, Massachusetts 01702-8368  
 Telephone 508-532-5500  
 Fax 508-532-5789

**SIGN PERMIT APPLICATION**

**\*required fields**

To the Building Commissioner:

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

The undersigned hereby applies for a permit to erect a sign according to the following information and plans filed herewith:

**\*Location:** \_\_\_\_\_ **Zoning District:** \_\_\_\_\_ **Historic District:**  yes  no  
 If the proposed sign is in one of the Historic Districts then an approval certificate is required prior to obtaining a sign permit.

**Bldg. Owner:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

**Tenant:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

**Email:** \_\_\_\_\_

**Sign Installer (if applicable)** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

**Type of Sign** (circle one): Freestanding Wall Panel Change Multiple Business Awning Banner Civic/Institutional Window  
 Real Estate Management Construction Sign Directional Sign Other: \_\_\_\_\_

**Size of Sign: \*Height** \_\_\_\_\_ **\*Length** \_\_\_\_\_ **= \*Area** \_\_\_\_\_ **Thickness/Width** \_\_\_\_\_ **\*Sign Height** \_\_\_\_\_  
 (Ground to top)

**Colors:** \_\_\_\_\_ **\*Height Of Letters:** \_\_\_\_\_ **\*Bldg. Setback from Street:** \_\_\_\_\_

**\*Estimated Cost:** \_\_\_\_\_ **Install Date:** \_\_\_\_\_ **\*Illumination Type:** \_\_\_\_\_ **\*Building/UnitFrontage:** \_\_\_\_\_  
 (Backlit Neon Internal External)

I hereby certify that I am the owner of record of the property listed above or that I have been duly authorized by said owner to make this application as the owner's agent and that all the information above, and plans and specifications submitted are correct and that all work pursuant thereto shall comply with all applicable provisions of the Commonwealth of Massachusetts Statutes, Building Code, and Town of Framingham Sign & Zoning By-Laws. The following is subscribed to and executed by me under the Pains and Penalties of Perjury.

**PLEASE SEE REVERSE SIDE FOR MORE INFORMATION**

Tenants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owners Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sign Installer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only

**Fee:** \_\_\_\_\_ **\$15.00/\$1000.00 of estimated cost; Min. fee: \$50.00** **Site Visit:** \_\_\_\_\_

**Sign Officer Approval / Denial** (circle one) \_\_\_\_\_ **Date** \_\_\_\_\_

**Certified Building Official:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Reason for Denial; Framingham Sign By-Law Section(s)** \_\_\_\_\_

## **A PERMIT IS REQUIRED FOR ALL SIGNS**

### **PENALTIES OF UP TO \$300 PER DAY CAN BE IMPOSED FOR ANY AND ALL SIGN BY-LAW VIOLATIONS**

#### **APPLICATION SUBMITTAL REQUIREMENTS FOR ALL SIGNS (per Section 1.11.2)**

1. A plot plan of the lot indicating the setback of the building from the front curb line or edge of pavement and any other dimensions necessary to determine the size of any proposed sign on the building;
2. A scaled drawing showing all dimensions of facades proposed to contain signage and indicating the location and dimensions of the proposed sign and any existing signs;
3. Sidewalks, curb cuts and any landscaped or other areas in which a freestanding sign is to be placed clearly showing the location of the sign;
4. A scaled drawing of each proposed sign showing all dimensions, colors, lettering, graphics, materials, and type of illumination;
5. Photographs of existing buildings and signs, where applicable;
6. Specifications for construction, lighting, and wiring in accordance with the Massachusetts State Building Code and Electrical Code in effect at the time the sign is permitted; ELECTRICAL PERMIT MUST BE OBTAINED FOR ILLUMINATION
7. With the exception of #1, and based upon the type of sign permit application, the Building Commissioner or the Planning Board may, where applicable, waive some of the submission requirements of this section.

#### **APPLICATION/PERMIT PROCEDURE FOR ALL SIGNS (per Section 1.11.1)**

1. All persons intending to erect or alter a sign that requires a permit in accordance with the By-law shall apply to the Building Commissioner.
2. Only complete applications shall be accepted.
3. A sign permit shall not be issued until the Building Commissioner performs a field survey. The survey shall bear the date of inspection; comments and the signature file of the inspecting officer and shall become a permanent part of the applicant's file.
4. All proposed signage related to a subdivision review, site plan review, special permit review or any other applicable review by the Planning Board shall be subject to approval of the Planning Board to determine compliance with this Bylaw.
5. The Building Commissioner shall render a decision within thirty (30) calendar days of receipt of an application completed in conformance with ALL provisions of this By-Law. In those instances that require signage approval by the Planning Board under #4 above, the Building Commissioner shall render a decision within 30 calendar days following any final appeal period of the Planning Board action.
6. After installation of the sign a final inspection shall be completed by the Building Commissioner and shall include a final field survey and photographs to verify that the provisions of this Bylaw and the permit have been met.

#### **EXPIRED PERMITS (per Section 1.11.4)**

If the sign for which the permit was issued has not been erected within six (6) months from the date of issue, the Building Commissioner may issue one six (6) month extension if in his opinion there is a valid reason for such an extension. If the sign has not been erected within twelve (12) months from the date the permit was issued, the permit shall expire and become null and void. The applicant must submit a new sign application and must comply with any changes to this Bylaw.

#### **APPEAL PROCESS (per Section 1.12)**

1. Any applicant for a sign permit, or any person who has been ordered by the Building Commissioner to incur expense in connection with a sign, or any person aggrieved by any refusal, order or decision of the Building Commissioner may within 30 days from the date of such refusal, order or decision, file an appeal and/or a petition for a waiver with the Town Clerk. For the purposes of this Bylaw, waivers may be granted by a 4/5 vote of the Planning Board. On an application for an appeal, the Planning Board may by 4/5 vote rescind, modify or amend a decision of the Building Commissioner.