



# Sign Permit Application

City of Rochester, New Hampshire  
Department of Building Zoning and Licensing Services  
31 Wakefield St. Rochester, NH  
Telephone: (603) 332-3508  
Fax: (603) 509-1912

Issue Date: \_\_\_\_\_  
Permit #: \_\_\_\_\_  
(This area for office use only)

**Application Suitable for HDC/Planning Dept. Review**  
**Building, Zoning and Licensing Signature \_\_\_\_\_**  
**\*Must Have Department of Building, Zoning and**  
**Licensing Services**  
**Sign Off First\***

Map # \_\_\_\_\_  
Lot # \_\_\_\_\_  
Block # \_\_\_\_\_  
Zoning \_\_\_\_\_

**Historic District Commission Review Required**  
**\*Must Have Planning Department Sign Off\***

Yes  No **Staff Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Approved By Staff Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

[Historic District Guidelines - SIGNAGE](#)

Please complete the following application and submit it to the Department of Building, Zoning and Licensing Services, along with the application fee (\$9.00 per \$1000.00 of signage cost, rounded up to the next \$1000.00 plus a \$10.00 application fee). Please note: a minimum permit fee of 20.00 will be charged for all applications of \$1000.00 or less, except for portable signs that are charged a flat fee of \$10.00. There is no charge for Historic District Commission Review.

If HDC review is required, applicant **must** attend HDC meeting. See Planning Department for meeting dates.

Address of proposed sign(s): \_\_\_\_\_ **Historic District Y / N**

Assessor's Map: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Zoning District: \_\_\_\_\_

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

Address (Street/City/State/Zip): \_\_\_\_\_

Phone number(s): \_\_\_\_\_

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

**Property Owner:** \_\_\_\_\_

Address (Street/City/State/Zip): \_\_\_\_\_

Phone number(s): \_\_\_\_\_

How many signs currently exist on the property? \_\_\_\_\_

How many of the existing signs are being removed? \_\_\_\_\_

What is the total area of all existing signs that will remain on the property? \_\_\_\_\_

What is the frontage of the principal building on the property? \_\_\_\_\_

Please answer the following questions for each proposed sign.

		Sign 1	Sign 2	Sign 3	Sign 4	Sign 5	Sign 6
What type of sign are you proposing: pole sign, wall sign, projecting sign, portable sign or other (specify)?							
For pole signs:	Indicate the setback from the front property lines						
	Indicate the setback from the side property lines.						
How high above the ground is the top of the proposed pole sign?							
Will the proposed sign be single or double faced?							
What is the area of the proposed sign?							
The proposed sign will be made of what material (s)?							
Will the proposed sign be illuminated? If so, how: external illumination, internal illumination, or individual letter illumination?							
Are you proposing a changeable copy sign? These include electronic message signs or similar technologies. <b>Please note: flashing or animated signs of red, amber, or green colored lights shall not be permitted.</b>							

Please check the following boxes as they are completed.

A drawing of the proposed sign(s) must be submitted, which indicates height, overall dimensions, colors, materials, illumination specifications and method of mounting the sign(s). Photographs with a written description covering these items may be used. If Historic District Commission review is required, a colored rendition of all proposed signage must be included.

An outline of the building façade and a sketch of the property must be submitted, which must include the following information: dimensions of the building façade and site, including all existing signs, location, height and overall dimensions of all proposed signs.

The Department of Building, Zoning and Licensing Services and Rochester Historic District Commission will not review incomplete applications. All questions must be answered and all applicable check boxes must be checked. Failure to do so shall result in an incomplete application which will not be processed. The undersigned attests that the supplied information is accurate and complete and requests that the Department of Building, Zoning & Licensing Services proceed with processing this application under the requirements of the City of Rochester Sign Regulations.

*This signed application constitutes consent on the applicant's part to allow for inspections at the property by the Department of Building, Zoning & Licensing Services, Assessing Office and any other required City Staff.*

**40.16 Permits.(a) (4) Fees for building permits shall be waived for a honorably discharged veteran or an active duty, National Guard or reserve member of the United States Armed Forces, who plans to construct or have constructed for himself a home or appurtenance to a home already owned by him for exclusive occupancy by himself and his immediate family. IF THIS APPLIES, PLEASE CHECK THE BOX. (VERIFICATION MAY BE REQUIRED)**

\_\_\_\_\_  
Applicant Signature \_\_\_\_\_  
Date

**Cost of Construction:** \_\_\_\_\_ **Permit Fee:** \_\_\_\_\_  
Permit fee is based on \$9.00 per \$1,000.00 of Construction Cost (Rounded Up Nearest \$1,000.00) plus a \$10.00 application fee. Minimum Permit Fee is \$20.00

**Contractor Information:** \_\_\_\_\_ **Address:** \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

\*\*\*\*DEPARTMENT OF BUILDING, ZONING AND LICENSING SERVICES USE ONLY\*\*\*\*

\*\*\* OFFICE USE ONLY - DO NOT WRITE IN THIS SPACE \*\*\*

**Paid:**  Cash \$ \_\_\_\_\_  Check # \_\_\_\_\_

THIS PERMIT IS  ISSUED with the following conditions:  DENIED for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
DIRECTOR OF BUILDING, ZONING AND LICENSING SERVICES