



City of Rochester, New Hampshire

Building and Licensing Services

Sign Permit Application

If in Historic District

Historic District Commission Review Required

Must Have Planning Department Sign Off prior to submitting

[Historic District Guidelines – SIGNAGE](#)

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

Address of proposed sign(s): _____

Is Property located in Historic District? Yes No **If Yes, Do you already have approval?** Yes No

Assessor's Map: _____ Lot _____ Block _____ Zoning District: _____

Property Owner: _____ Phone #: _____

E-mail: _____

Contractor: _____ Phone #: _____

Mailing Address: _____

E-mail: _____

Applicant information: Owner Contractor Other authorized agent. **IF OTHER** please fill in the info below.

Name: _____ Business Name: _____

Address: _____ Phone #: _____

E-mail: _____

What is the signage being used for? _____

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. Please note: flashing or animated signs of red, amber, or green colored lights shall not be permitted.							

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.

☐ Owners written consent needed – If applicant is not owner

The Department of Building 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 and Licensing Services proceed with processing this application under the requirements of the City of Rochester Sign Regulations.

Permits are non- transferable. If this is an “After the Fact” permit, it will be subject to a fee two times the normal permit fee.

PLEASE BE ADVISED: Any deviation from the specifications submitted will require an amendment to this permit or additional permits. Permits expire one (1) year from the issue date. Any renewal shall require reapplication and payment of required fees based on the remaining work.

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

40.15 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/her for exclusive occupancy by himself/herself and his/her immediate family. IF THIS APPLIES, PLEASE CHECK THE BOX. (VERIFICATION MAY BE REQUIRED) ☐

****Guest Approval on Permit for:** Owner Contractor Other Email(s) _____

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 except for portable signs that are charged a flat fee of \$10.00. There is no charge for Historic District Commission Review.

Applicant Signature

Date