CITY OF WEST HAVEN · BUILDING DEPARTMENT · APPLICATION FOR SIGN PERMIT

JOB ADDRESS _____

The undersigned hereby makes application for a Sign permit according to the following detailed statement herewith submitted along with plans and specifications. All provisions of the Building codes and Ordinances shall be complied with in the installation of said work, whether specified herein or not. PLEASE PRINT:

Owned by _____Owner Address _____

Sign Contractor_____

Address _____ Telephone #_____

TYPE OF SIGN: Ground ☐ Projecting ☐ Wall ☐ Billboard ☐ Open ☐ Roof ☐ Other ☐ Sq. Ft. _____

Length _____ Height _____ Thickness _____ Linear Feet of front façade _____ No. of Existing Signs _____ Sq. Ft. _____

Location of building (Attach Plot Plan) _____

Attach Sketch of Sign or Signs to scale

Materials _____ Anchorage _____ Height of Sign _____ Design Wind Load _____

Illuminated: YES ☐ NO ☐ Type_____

Electrical Contractor_____ License # _____ Type E _____

Address _____ Telephone #_____

I, We hereby grant to _____ permission to erect sign as above specified.

Owner Signature _____ Contractor Signature _____

Authorized Agent _____ Agent Address _____

Registration of Sign _____ Person Maintaining Sign _____

Remarks _____

Cost _____ Fee _____ Date _____ Approved _____ Date _____
                                                                                        Building Official

I hereby swear that the foregoing application is authorized by the owner in fee and that said applicant is authorized by the owner in fee to make said application.

Personally Appeared _____ Authorized Agent for _____ Owner

Who made oath that the statements herein were true and correct before me this _____ day of _____

Notary Public _____

Schedule of Fees:

Permit Fee _____

Zoning Fee_____

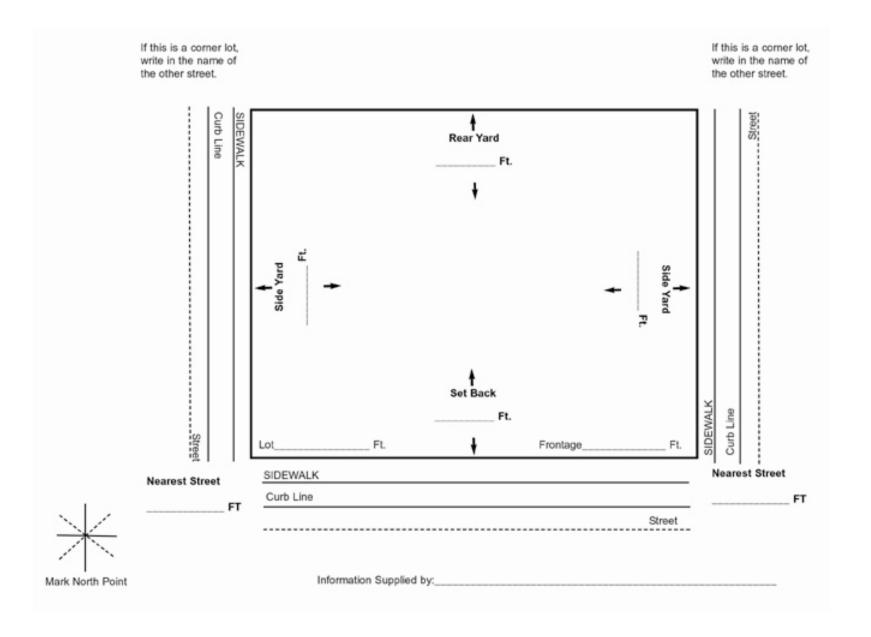Total _____

Signature of Authorized Agent

PERMIT WILL NOT BE APPROVED
UNLESS FILLED OUT IN DETAIL

CITY OF WEST HAVEN · BUILDING DEPARTMENT · BUILDING PERMIT PLOT PLAN

Plot Plan showing to scale the size and location of all the new construction and all existing structures on the site, distances from lot lines and the established street grades; and it shall be drawn in accordance with an accurate boundary line survey. In case of demolition, the plot shall show all construction to be demolished and the location and size of all existing building and construction that are to remain on the site or plot.

If this is a corner lot, write in the name of the other street.

If this is a corner lot, write in the name of the other street.

Curb Line

SIDEWALK

Street

Street

Rear Yard

_____ Ft.

Side Yard

Ft.

Side Yard

Ft.

Set Back

_____ Ft.

Lot_____ Ft.

Frontage_____ Ft.

SIDEWALK

Curb Line

Nearest Street

Nearest Street

SIDEWALK

Curb Line

_____ FT

_____ FT

Street

Mark North Point

Information Supplied by:_____

THE CITY OF WEST HAVEN BUILDING DEPARTMENT

The following information is to be completed and provided to the West Haven Building Department at the time of the permit application:

Date: _____ Job Address: _____

Applicant's Name: _____ Phone: _____

Brief Job Description _____

The current governing State Building Code (SBC effective 12/31/05 is the 2005 SBC

> Section 105.3.1 **Action on application** reads in part *the building official shall examine or cause to be examined application for permits and amendments thereto within 30 days after filing and either issue or deny a permit within such 30-day period. If the application or construction documents do not conform to the requirements of this code (SBC 2005) and pertinent laws, the building official shall reject such application in writing stating the reasons therefore.*

> Section 105.3.1.1 **Zoning Approval** reads in part *No building permit shall be issued, in whole or in part, for a building use or structure subject to the zoning regulations of the municipality without certification in writing by the official charged with the enforcement of such regulations that such building, use or structure is in conformity with such regulations or is a valid nonconforming use under such regulations.*

> Section 105.3.1.2 **Fire Marshal Approval** reads in part *No building permit for a building structure or use subject to the requirements of the 2005 Connecticut State Fire Safety Code shall be issued in whole or in part without certification in writing from the local fire marshal that the construction documents for such building, structure or use are in substantial compliance with the requirements of the 2005 Connecticut State Fire Safety Code.*

Provide the following appropriately **completed** form at the time of the building permit application *(Do not delay action of building permit applications by an incomplete form)*

Name of the Approving Government Agency	Date	YES	NO	N/A
1. State Traffic Commission	_____	_____	_____	_____
2. West Haven Zoning Department	_____	_____	_____	_____
3. West Haven Health Department	_____	_____	_____	_____
4. West Haven Fire Department (Three Separate Districts)	_____	_____	_____	_____
5. West Haven Public Works Department	_____	_____	_____	_____

Other _____

In order to process your application you may be required to provide supporting documents regarding the above referenced approvals.

Confirm the following SBC 2005 Code Requirements	YES	NO	N/A
1. Has a complete set(s) of construction documents been provided?	_____	_____	_____
2. Does the construction project require a design professional?	_____	_____	_____
3. Does the project exceed the threshold limits?	_____	_____	_____
4. Has a Special Inspection form been submitted?	_____	_____	_____
5. Does the project require third party review?	_____	_____	_____
6. Has a certificate of energy compliance been submitted?	_____	_____	_____
7. Tax status of project?	_____	_____	_____

In order to process your application you may be required to provide supporting documents regarding the above referenced items.