



# City of Peabody

## Building Department

City Hall 24 Lowell Street Peabody, Massachusetts 01960 Tel. 978-538-5900 Fax 978-538-5987

### APPLICATION FOR SIGN PERMIT

For office use: Permit number: \_\_\_\_\_ Estimated Cost: \_\_\_\_\_  
Date of issue: \_\_\_\_\_ Map \_\_\_\_\_ Lot \_\_\_\_\_

Inspectors Signature: \_\_\_\_\_

File one (1) of the completed application form and one (1) copy of all attachments as indicated below with the Building Inspector's Office. Upon approval by the Building Inspector and/or the Zoning Board of Appeals the applicant must receive a sign permit from the Building Inspector before the erecting of any sign.

**Please note: Incomplete applications will not be accepted.** Review the sign ordinance prior to filling out this application.

To the Building Inspector

A. Business Name: \_\_\_\_\_

B. Name and Address of Applicant: \_\_\_\_\_

Telephone Number (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

C. Name/Address of Property Owner: \_\_\_\_\_

D. Name/Address of Sign Maker: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

#### ANSWER THE FOLLOWING QUESTIONS IN FULL

1. Address where sign will be located \_\_\_\_\_

2. Is Your sign located in one of the three Downtown Design Standards Subdistricts - Please circle  
*(If unsure, please review the Downtown Design Standards Subdistricts information packets for more information on the City website: <http://www.peabody-ma.gov/inspectors.html> )*

Main Street

Walnut/Foster Street

Washington Street

N/A

IF YOU CIRCLED A SUBDISTRICT, PLEASE REFER TO **APPENDIX A** LOCATED AT THE BOTTOM

3. Zoning District: \_\_\_\_\_

4. Distance of Building from Public Way: \_\_\_\_\_

5. Name of Road(s) Sign(s) intended to face: \_\_\_\_\_

6. Type of Signs Being Applied for:

Wall Sign (primary) \_\_\_\_\_ Wall Sign (secondary) \_\_\_\_\_ Freestanding Sign \_\_\_\_\_

Hanging Sign \_\_\_\_\_ Awning Sign \_\_\_\_\_ Gasoline Price Sign \_\_\_\_\_

7. Sign Size

Wall Sign 1	Height	Length	Depth
Wall Sign 2	Height	Length	Depth
Freestanding Sign	Height	Length	Depth
Window Sign	Height	Length	Window Size (ft <sup>2</sup> )
Awning Sign	Height	Length	Depth
Gasoline Price Sign	Height	Length	Depth
Hanging Sign	Height	Length	Depth

8. Wall Area (required for wall sign applications): Height: \_\_\_\_\_ Length: \_\_\_\_\_ Wall Area \_\_\_\_\_

9. Height of Letters

Wall Sign 1	Height
Wall Sign 2	Height
Freestanding Sign	Height
Window Sign	Height
Awning Sign	Height
Hanging Sign	Height

10. Height of Sign (From ground level)

Wall Sign 1	Highest Point	Lowest Point
Wall Sign 2	Highest Point	Lowest Point
Freestanding Sign	Highest Point	Lowest Point
Window Sign	Highest Point	Lowest Point
Awning Sign	Highest Point	Lowest Point
Gasoline Price Sign	Highest Point	Lowest Point
Hanging Sign	Highest Point	Lowest Point

11. Sign Material: \_\_\_\_\_

(\*If you are in a Downtown Design Standard District Please See Appendix A)

12. Text of Sign: \_\_\_\_\_

13. Illumination (if any): \_\_\_\_\_

Listing Number: \_\_\_\_\_ Testing Lab: \_\_\_\_\_

Illuminated signs shall be wired by a licensed electrician. Sign must be listed by a test lab (UL or ETC or the like).

13. Color Information

(\*If you are in a Downtown Design Standard District Please See Appendix A)

Wall Sign 1	Letters	Background	Additional
Wall Sign 2	Letters	Background	Additional
Freestanding Sign	Letters	Background	Additional
Window Sign	Letters	Background	Additional
Awning Sign	Letters	Background	Additional
Gasoline Price Sign	Letters	Background	Additional
Hanging Sign	Letters	Background	Additional

14. Number of Establishments in building or Complex: \_\_\_\_\_

**ATTACH THE FOLLOWING WITH THIS APPLICATION.  
APPLICATION WILL NOT BE ACCEPTED WITHOUT THESE ATTACHMENTS.**

**ALL APPLICATIONS**

\_\_\_\_\_ **Sketch of Sign:** Indicate dimensions, all colors, lettering type, and materials

\_\_\_\_\_ **Building Elevation:** Clearly indicate location of sign in relation to building

\_\_\_\_\_ **Cross Section:** Indicate how sign will be mounted, including necessary hardware

\_\_\_\_\_ **Site Plan:** For freestanding signs only, indicate distance of sign from public way and from building

\_\_\_\_\_ **Photographs:** Show existing building and areas where signs are proposed to be located

**Estimated Cost** \_\_\_\_\_

I CERTIFY, UNDER THE PAINS AND PENALTIES OF OF PERJURY, THAT THE INFORMATION SET FORTH IN THIS APPLICATION IS TRUE AND COMPLETE

\_\_\_\_\_  
(Signature of Sign Owner or Representative)

\_\_\_\_\_  
(Date)

# Appendix A.

## Approved Material Checklist

IF YOUR SIGN IS LOCATED IN ON THE OF THE THREE DOWNTOWN DESIGN STANDARD SUBDISTRICTS,  
THE SIGN MUST ADHERE TO THE FOLLOWING GUIDELINES.

FOR COMPLETE SIGNAGE STANDARDS PLEASE SEE RESPECTIVE DOWNTOWN DESIGN  
STANDARDS PACKET

### Sign Font:

*The following fonts are required for signs and awnings*

Futura Medium or Bold \_\_\_\_\_

Times Roman or Bold \_\_\_\_\_

Optima Regular or Bold \_\_\_\_\_

Palatino Regular or Bold \_\_\_\_\_

Copperplate Gothic Light or Bold \_\_\_\_\_

Universe Condense Regular or Bold \_\_\_\_\_

### Sign Color:

*The following colors are required for signs and awnings*

Peabody Blue (Pantone 286) \_\_\_\_\_

Red (Pantone 200) \_\_\_\_\_

Navy (Pantone 281) \_\_\_\_\_

Burgandy (Pantone 209) \_\_\_\_\_

Hunter Green (Pantone 342) \_\_\_\_\_

Silver (Pantone 877) \_\_\_\_\_

Gold (Pantone 871) \_\_\_\_\_

Black \_\_\_\_\_

White \_\_\_\_\_

*Brand or corporate identity colors shall not be used*

### Sign Materials

*Acceptable sign materials include:*

Wood \_\_\_\_\_

Carved Wood \_\_\_\_\_

Composite Wood \_\_\_\_\_

Metal \_\_\_\_\_

PLEASE REFER TO LOCATION'S RESPECTIVE DESIGN GUIDELINE FOR COMPLETE INFORMATION