

TOWN OF BEL AIR SIGN PERMIT APPLICATION

All sign permit requests require two (2) sets of construction/elevation/footing plans. An engineer's seal is required on all footing diagrams for freestanding signs in excess of eight (8) feet in height. The attached liability/insurance statement must be completed for all sign/banner permit requests. An authorization letter from the property owner, if the owner is not applying for the permit, is required.

Permit No: TBA-S-09-____
Date Rec'd: _____
Fee Collected: \$ _____

JOB LOCATION: _____	TENANT NAME: _____
APPLICANT: _____ Address: _____ Phone No.: _____	
PROPERTY OWNER: _____ Address: _____ Phone No.: _____	
CONTRACTOR: _____ Address: _____ Phone No.: _____	
DESCRIPTION OF WORK: _____	
<u>TYPE OF SIGN</u>	<u>SIZE OF SIGN</u>
1. _____	1. _____ sq. ft.
2. _____	2. _____ sq. ft.
3. _____	3. _____ sq. ft.
4. _____	4. _____ sq. ft.
5. _____	5. _____ sq. ft.

BANNER REQUEST: YES [] NO [] HISTORIC PROPERTY? YES [] NO []
 DATES: FROM [_____] TO [_____] Reviewer _____

BUILDING FRONTAGE: _____ ft.	ARE ANY OF THE SIGNS NOTED ABOVE FREESTANDING IN EXCESS OF EIGHT (8) FEET IN HEIGHT? <input type="checkbox"/> (check)
IS THIS A NEW BUSINESS? <input type="checkbox"/> (check)	

Signature	Date
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SIGN PERMIT FEE CALCULATIONS:
 All banners (regardless of size) and signs up to 24 square feet in area: \$ 15.00
 All signs greater than 24 square feet in area: \$ 40.00
 Method of Calculation:
 (1) For a sign, either freestanding or attached, the area shall be considered to include all lettering, wording and accompanying designs and symbols, together with the background, whether open or enclosed, on which they are displayed, but are not including any supporting framework and bracing which are incidental to the display itself.
 (2) For a sign consisting of individual letters or symbols attached to a surface, the area shall be considered to be that of the smallest rectangle or other shape which encompasses all the letters and symbols.

Please note that a Use & Occupancy Certificate is required prior to use of the space

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