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MAYOR

CITY OF SALEM  
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## CITY OF SALEM SIGN PERMIT PROCESS

All exterior signs, awnings, and interior signs that can be seen from the exterior are **required to have a City of Salem Sign Permit before a sign can be fabricated and installed.**

Please be aware that in some areas of the city, review by a governing board must take place before a City permit can be issued. These areas include the Urban Renewal Area (governed by the Salem Redevelopment Authority) and Local Historic Districts (governed by the Salem Historic Commission).

Please note that it takes roughly three weeks to receive a sign permit and in areas governed by a review board it may take longer.

Before any sign application can be reviewed, the following material must be submitted with the application:

- Scaled Drawing of Sign (including dimensions)
- Color Scheme
- Letter Style (font)
- Letter Size
- Method of Attachment
- Method of Lighting
- Building Frontage (width of building on public way)
- Photograph of Building (current conditions)
- Photograph of Building (with proposed signage)

The Building Inspector may require additional pertinent information to insure compliance with the City of Salem Sign Ordinance and any other applicable laws.

### Sign Application Fees

There is a twenty-dollar (\$20) minimum permit fee for each application. If the estimated cost of fabrication and installation is \$2,000 or more, a fee of \$10 per \$1,000 plus a \$5 application fee will be charged. For example, a \$12,000 sign project would have a \$125 fee.

### Electrical Permit

A licensed electrician must install any sign with ancillary lighting and sign boxes must be UL listed. An Electrical Permit must be obtained from the City of Salem Electrical Department, 48 Lafayette Street, and be **submitted with the sign application before a sign permit will be issued.**

### Surety Bonds for Signs or Awnings Hung over a Public Way

Any sign or awning hung over a public way or sidewalk shall require a surety bond in the sum of one thousand dollars (\$1,000.00) conditioned to save harmless the City from any claims. This bond must be placed on file in the City Clerk's office. A copy of such bond must be submitted with the sign application before a sign permit will be issued. **Contact your insurance provider to obtain the surety bond.**

### Liability Insurance for Portable (A-Frame) Signs

Proof of adequate liability insurance with a minimum limit of \$1,000,000.00 for each occurrence must be provided to the City Clerk and remain in effect for as long as the portable sign is used. The portable sign must be indicated as being included in the liability coverage. The City, and in the Urban Renewal Areas, the Salem Redevelopment Authority, must be listed as additional insured(s). A copy of the insurance certificate must be submitted with the sign application before a sign permit will be issued.



# APPLICATION FOR PERMIT TO ERECT A SIGN

**NOTE: BUILDING PERMIT MUST BE OBTAINED BEFORE SIGN IS ERECTED**  
 Location, Ownership and Detail Must Be Correct, Complete, and Legible

Salem, Massachusetts \_\_\_\_\_  
 Date

**To the Building Inspector:**

The undersigned hereby applies for a permit to  **Erect**,  **Alter**,  **Repair** a sign on the following described buildings:

Street Address		Zoning	District	
			<input type="checkbox"/> Urban Renewal Area <input type="checkbox"/> Entrance Corridor <input type="checkbox"/> Historic District <input type="checkbox"/> None	
Property Owner: Name		Use of Building		
Telephone		1 <sup>st</sup> floor		
Sign Owner: Name		2 <sup>nd</sup> floor		
Address		3 <sup>rd</sup> floor		
Telephone		4 <sup>th</sup> floor		
E-mail		How many businesses are in the building?		
<i>If a corporate body, name of responsible officer</i>		Frontage		
Sign Erector: Name		Building	linear feet	
Construction Sup's License No		Applicant's Space (if multi-tenant)	linear feet	
Address		Property	linear feet	
Telephone		Mail Sign Permit to		
E-mail		<input type="checkbox"/> Sign Owner <input type="checkbox"/> Sign Erector <input type="checkbox"/> Other:		

**Proposed Signs** (If more than three signs are proposed, attach additional sheets)

Sign 1	Sign 2	Sign 3
<input type="checkbox"/> Surface <input type="checkbox"/> Right Angle to Building <input type="checkbox"/> Free Standing <input type="checkbox"/> Awning <input type="checkbox"/> Portable (A-Frame) <input type="checkbox"/> Other (specify) _____	<input type="checkbox"/> Surface <input type="checkbox"/> Right Angle to Building <input type="checkbox"/> Free Standing <input type="checkbox"/> Awning <input type="checkbox"/> Portable (A-Frame) <input type="checkbox"/> Other (specify) _____	<input type="checkbox"/> Surface <input type="checkbox"/> Right Angle to Building <input type="checkbox"/> Free Standing <input type="checkbox"/> Awning <input type="checkbox"/> Portable (A-Frame) <input type="checkbox"/> Other (specify) _____
Sign Materials	Sign Materials	Sign Materials
Sign Dimensions	Sign Dimensions	Sign Dimensions
Sign Area <span style="float: right;">sq ft</span>	Sign Area <span style="float: right;">sq ft</span>	Sign Area <span style="float: right;">sq ft</span>
Sign Height (if free standing)	Sign Height (if free standing)	Sign Height (if free standing)

Estimated Cost of Net Work  
 \$ \_\_\_\_\_

Existing Signs			Signatures	
Type	Sign Area	To Be Removed?		
<input type="checkbox"/> Surface	_____ sq ft	<input type="checkbox"/> yes <input type="checkbox"/> no	Sign Owner	
<input type="checkbox"/> Right Angle to Building	_____ sq ft	<input type="checkbox"/> yes <input type="checkbox"/> no	_____	
<input type="checkbox"/> Free Standing	_____ sq ft	<input type="checkbox"/> yes <input type="checkbox"/> no	Sign Owner's Authorized Representative	
<input type="checkbox"/> Awning	_____ sq ft	<input type="checkbox"/> yes <input type="checkbox"/> no	_____	
<input type="checkbox"/> Other (specify) _____	_____ sq ft	<input type="checkbox"/> yes <input type="checkbox"/> no	Property Owner	
			_____	

Internal Review	
_____ Planning & Community Development Department	_____ Historical Commission

Approval
_____ Building Inspector