



Town of Bedford  
 Building Department  
 10 Mudge Way, Bedford, MA 01730  
 Office: 781-275-7446  
 Fax: 781-275-1334

Date: \_\_\_\_\_

Permit No. \_\_\_\_\_

**APPLICATION FOR PERMIT TO ERECT OR ALTER SIGNS**

The undersigned hereby applies for a permit to install a sign according to the following information and agrees to comply with the Town of Bedford Sign By-laws.

**1A. ADDRESS OF SIGN LOCATION** \_\_\_\_\_

TENANT SPACE # \_\_\_\_\_

<b>1B. OWNER INFORMATION</b>				
Name: _____				
Address: _____			Telephone No. _____	
Tenant Name (If different): _____			Telephone No. _____	
<b>2. CONTRACTOR INFORMATION</b>				
Name: _____				
Address: _____				
Telephone Number: _____			License Number: _____	
<b>3. SIGN INFORMATION</b>				
Type of Sign:	<input type="checkbox"/>	Freestanding (Distance from front property line _____)		
	<input type="checkbox"/>	Wall (Front wall area _____ feet)		
	<input type="checkbox"/>	Awning		
	<input type="checkbox"/>	Window		
	<input type="checkbox"/>	Temporary	From: _____	To: _____
Number of Signs:	_____			
Sign materials:	_____			
Size of sign:	width: _____	length: _____	height: _____	weight: _____
Illumination:	Yes <input type="checkbox"/>	External: _____	No <input type="checkbox"/>	Internal: _____
Cost: \$ _____	Have plans been submitted? (2 copies required)			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>4. HISTORIC DISTRICT COMMISSION / ZONING BOARD OF APPEALS</b>				
Is approval required from:				
Historic District Commission:	<input type="checkbox"/>	Yes (Please provide documentation of HDC approval with this application.)		
	<input type="checkbox"/>	No		
Zoning Board of Appeals:	<input type="checkbox"/>	Yes (Please provide documentation of ZBA approval with this application.)		
	<input type="checkbox"/>	No		
*If approval is required by ZBA and/or HDC then such approval MUST be obtained prior to issuance of sign permit*				
I hereby certify that the dimensions and other information on the Plans are correct and that all applicable provisions of the Statutes, Regulations and By-laws will be complied with. The above is subscribed to and executed by me under the penalties of perjury in accordance with Section I-A of Chapter 268 General Laws.				
Applicant's Signature _____				
Owner's Signature _____				

Approved/Denied by: \_\_\_\_\_  
 Building Inspector

Permit Fee \$ \_\_\_\_\_

## **Town of Bedford Code Enforcement Office**

### **Procedures for Submitting Sign Permit Applications**

The Code Enforcement Office has implemented the following guidelines for accepting sign permit applications to help expedite the review process.

1. Submit a completed sign permit application
2. Submit two (2) copies of plans of the sign
3. If the proposed sign is going to be externally illuminated, is oversized and/or otherwise requires a Special Permit then the applicant must file a separate application to the Zoning Board of Appeals to seek *approval* from the Board before the sign permit can be issued. If approved, the Board's written decision must be recorded at the Registry of Deeds and a receipt of such recording must be submitted with the sign permit application.
4. If the proposed sign is for a property located within the Historic District then the applicant must file a separate application to the Historic District Commission to seek *approval* from the Commission before the sign permit can be issued. If approved, the Commission's Notice of Determination must be submitted with the sign permit application.
5. Once all of these procedures have been followed then the sign permit can be issued by this office.