Town of Merrimack
Sign Permit Application
BLD-FRM-011

Merrimack Fire Dept.
Building Division
Call (603) 420-1730
For Inspections

I. Applicant/Sign Contractor Information			
Name:		**Phone:**	
E-mail:			
Address:			
II. Property Owner Information			
Name:		**Phone:**	
E-mail:			
Address:			
III. Electrical Contractor Information			
Name:		**Phone:**	
E-mail:			
Address:			
Electrician License #:			
IV. Site Information			
Property Address:		**Unit #:**	
Unit Square Footage:		**Unit Width (between side walls):**	
Speed Limit:	☐ 0-35 | ☐ 40-50	**# of Traffic Lanes:**	☐ 2 | ☐ 4 or more
Lot Frontage:			

Continue to Page 2

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V. Sign Information *(See Section 17 of Merrimack Zoning Ordinance & Building Code)*			
Type of Sign:	☐ Ground | ☐ Wall | ☐ Roof | ☐ Temporary | ☐ Other (see next line)		
If Other, Specify:			
Sign Valuation:			
Sign Dimensions:		**Square Footage:**	
Illuminated:	☐ Yes (Internal) | ☐ Yes (External) | ☐ No		

VI. Submittal Requirements & Application Process

The following items must be submitted to the Community Development Department:

1. Completed & signed Sign Permit Application;
2. All applicable schematics showing all dimensions and square feet in conformance with Section 17 of the Merrimack Zoning Ordinance & Building Code;
3. Photograph(s) of existing site conditions that completely and accurately depicts all existing site signage at the time of application submittal;
4. If the sign is internally illuminated, provide a simulated day & night view;

Application Procedure:

1. Submit completed application as outlined above to the Community Development Department.
2. Community Development will review the submitted materials to ensure compliance with the Zoning Ordinance. Should any additional information be needed, Community Development will reach out to the applicant to obtain the information necessary to complete review.
3. Once a determination has been made that a permit can be issued, Community Development will forward the application to the Building Department for permit issuance. The applicant will be sent a copy of a memo to the Building Department outlining that a permit can be issued.
4. The Building Department will prepare the permit(s), assess permit fees and notify the applicant that the permit(s) are ready. Applicant shall pay the Building Department upon receipt of such notification.

The undersigned hereby agree that the proposed work shall be completed in accordance with the foregoing statement, plans and specifications submitted, and that the work connected therewith shall conform to the Town of Merrimack Zoning Ordinance & Building Code, and that all illuminated signs shall conform to the National Electrical Code and be UL listed.

Applicant/Sign Contractor's Signature: _____ Date: _____

Property Owner's Signature: _____Date: _____