

Zoning - SIGN PERMIT INSTRUCTIONS

1001 Parsippany Boulevard, Parsippany, NJ 07054

Office Hours: 9 am – 5 pm

973-263-4373

1. Each sign requires a separate application. The three (3) drawings for each application must show one sign only (i.e.; separate application and separate drawings for each sign).
2. The sign company will provide three (3) colored drawings of each sign including message, logo and dimensions. Per Ordinance no sign shall have more than five (5) colors, including the background which counts as one color. Black and white shall be considered colors.
3. Provide height of sign (height is measured from the ground to the top of the sign).
4. Provide width of store front. Width of store front measurement must be taken inside at the front of the store/space.
5. Fill in every space provided. ("N/A" should not be used in any space).
6. Letter of consent from property owner must be attached to the application.
7. Provide a survey or plot plan showing sign location and setbacks from all property lines.
8. Include this checklist with application.

Fees: Sign fee is \$2.00 per sq. ft., minimum fee \$25.00. Six-month temporary sign fee is \$25.00. Six-month "V" type temporary sign is \$50.00.

Prior Approvals: A \$50 commercial Zoning Permit for tenant is required prior to submittal of a sign application. A Zoning Sign Permit is a prior approval required before submission to the Building Department.

Please be advised that an inaccurate or fraudulent submittal of information pursuant to this application may result in the revocation of associated permits and/or legal action.

