

Sign Permit Application Instructions

Welcome to the City of Newport Business Community! In order to ensure that your Sign Permit Application is able to be processed in an efficient way, please take a moment to review the instructions and submit all required documents together, as one packet.

Please provide a Name and Contact information (phone number and/or email) for the Applicant.

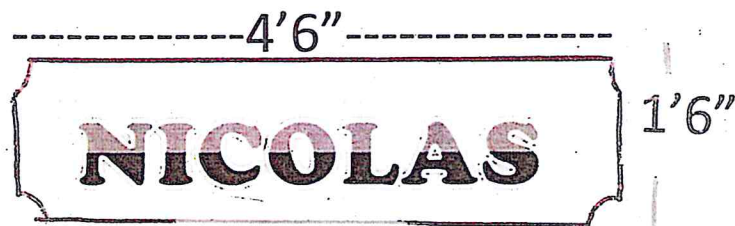
1. **Street Location:** Give the physical location of the business.
2. **Zoning District:** Generally how a parcel is zoned. The most common are WB, GB, LB, R10, R10A, R20, R30 Etc. You can consult the Plat Maps to identify your particular zone, or ask the Zoning or Permit Clerk for assistance.
3. **4. 5. Parcel ID:** This is also known as Plat and Lot. Additionally, Unit may also be included, in the case of commercial condominiums.
6. **Area:** NA
7. **Fire District No:** Na
8. **Property Use:** How is the property being used?
9. **Who is the property Owner?** What is their phone Number?
10. **Contractor:** Who is creating the signage? If it is the Business owner, please indicate this.
11. **Contractors Address:** Where is the contractor located?
12. **& 13 Contractor's registration number:** If applicable. **Registration expiration date:** If applicable.
14. **15. & 16 Architect or Engineer:** If Applicable, and their address and phone number and registration number. Please indicate if stamped prints were provided.

Please note: Parcels that fall within the Historic District will require an additional approval. The sign permit will be forwarded to the Historic Planner for their review. If approved, your application will be forwarded to the Zoning Officer for his review. THESE ARE NOT FULL HEARINGS! These are departmental reviews.

In addition, please provide the details of the sign in full. In addition to, please provide a sign detail. As shown in example A. Include description of materials used, how it will be affixed to building, and how it will be illuminated.

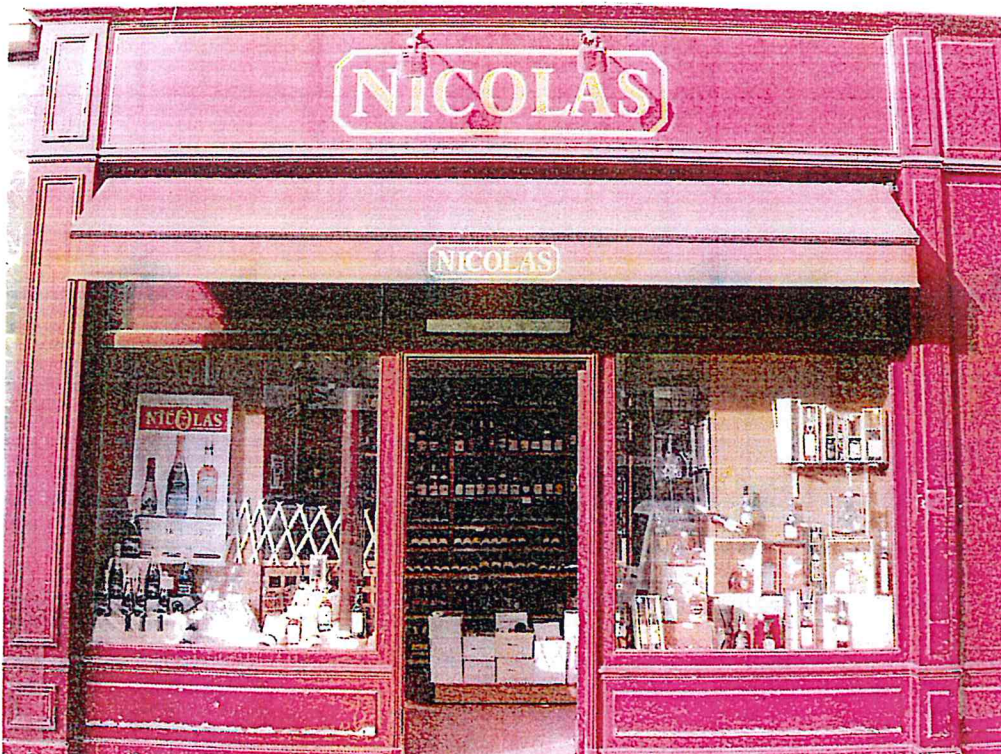
Also, please provide a mock up, as shown in Example B.

A.



4'6" X 1'6" Wooden sign with painted letters, centered. Mounted to the front Fascia using carriage bolts and lit with external existing spotlights.

B.



STATE OF RHODE ISLAND
SIGN PERMIT APPLICATION

MUNICIPALITY NEWPORT ISSUED _____ NUMERICAL CODE _____ PERMIT NO. _____
 APPLICATION DATE _____ CENSUS TRACT _____ FEE RECEIVED: \$ _____ BY _____

APPLICANT _____ CONTACT INFORMATION _____

1. STREET LOCATION _____ 2. ZONING DISTRICT _____
 3.4.5. PARCEL ID _____ 6. AREA _____ 7. FIRE DISTRICT NO. _____
 8. PROPERTY USE: _____
 9. OWNER _____ TEL. NO. _____
 10. CONTRACTOR _____ TEL. NO. _____
 11. CONTRACTOR ADDRESS _____ 12. RI CONTR. REG. # _____ 13. EXPIR. _____
 14. ARCH. OR ENG. _____ ADDRESS _____ TEL. NO. _____
 15. RHODE ISLAND REG. NO. _____ 16. Stamped Prints (Circle one) Yes No

TYPE OF SIGN

check all that apply

- This is a temporary sign
- A detailed drawing has been submitted

Area of Sign: _____ sqft
 Height: _____ ft Width: _____ ft Depth: _____ ft
 Material of which sign is to be constructed: _____
 How sign is to be illuminated: _____
 Location of Sign: _____
in relation to the building and all property lines

I/we certify the information provided on this application is correctly described. I/we agree this application, if approved, applies only to the sign and location described on this application.

Applicant's Signature: _____ Date: _____
 Building Official: _____ Date: _____

DO NOT WRITE BELOW THIS LINE

APPROVALS	FEES