

Signs

The following items must be submitted in order to obtain a Building Permit for Signs:
(Occasionally if there are unusual circumstances additional information may be required.)

Incomplete Applications will not be processed until all items have been received.

- Completed "BUILDING PERMIT APPLICATION INFORMATION" form
 - Address is listed as per the Assessors Office
 - Suite number listed (*if applicable*)
 - Estimated cost listed on application
- Electrical Subcontractor statement form (*if electrical work is needed*)
- Landlord approval letter required if the project is part of a "Multiple Development"
- 3 Color copies of the actual sign with dimensions
- Pylon signs require stamped Engineered drawings
- Updated insurance certificates
- Filing Fee is \$25

Note: All electrical work performed within the Town of Amherst must have a permit and must be inspected, regardless of who performs the work. Electricians working in the Town must be licensed by the Town of Amherst.

Work shall not begin until a Building Permit has been issued!