



**City of Danbury**  
155 Deer Hill Ave  
Danbury, CT 06810

For Questions Please Contact the Permit Office at (203) 796-1653

Application# \_\_\_\_\_

**PERMIT APPLICATION SIGNS**

Use the following Table for departmental areas of the Application that need to be completed for your specific project.

\*\*\*\*\*Required Responsible Departments\*\*\*\*\*

Type of Project	Zoning	Building
New Wall Signs	Yes	Yes
New Free Standing Signs	Yes	Yes
Reface of Existing Signs	Yes	No (if no further work required)

Certain permits will require different types of maps and drawings to accompany their submission. The following is a list of Plan requirements by Permits.

\*\*\*\*\*Required Responsible Departments\*\*\*\*\*

Type of Project	Zoning	Building
New Wall Signs	Sign rendering, Proposed location	Mounting and wiring details
New Free Standing Signs	Sign rendering, Proposed location of sign on Site Plan	Mounting and wiring details
Reface of Existing Signs	Sign rendering of existing and proposed	None required

Assessor's lot #: \_\_\_\_\_ Zone: \_\_\_\_\_ Application Date: \_\_\_\_\_

Property Owners Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Total Estimated Construction Value: \_\_\_\_\_

Tenant Number/Name: \_\_\_\_\_

Length / Height of sign: \_\_\_\_\_ Total Sign Square Footage: \_\_\_\_\_

Is property located in the Central Business District: \_\_\_\_\_

Work Description:

Any Previous Commission Approvals? Variance? (Yes) (No) If Yes give approval number, date then describe:

Linear feet of store front: \_\_\_\_\_ Lot Size (sq.ft.) \_\_\_\_\_

Height of sign above grade: \_\_\_\_\_ Front Yard Setbacks: \_\_\_\_\_

**PROJECT ROSTER**

Please list the following information for all Professionals and Contractors: NAME, LICENSE NO., COMPANY, TELEPHONE, FAX, or E-MAIL.

Sign Installer: Company Name \_\_\_\_\_

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Property Owner \_\_\_\_\_

Signature: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Electrical Contractor: \_\_\_\_\_ License # \_\_\_\_\_

Signature: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Building Department Sections to be filled out completely to avoid hold up of issuance of building permit. Please write legibly per Section 3102.0 of State of Connecticut Building Code.

**Signs:**

Type: \_\_\_\_\_ Material: \_\_\_\_\_ Return Size: \_\_\_\_\_

Box Depth: \_\_\_\_\_ Face Material: \_\_\_\_\_ Thickness: \_\_\_\_\_ Copy: \_\_\_\_\_

Pole Cover Material: \_\_\_\_\_ Height: \_\_\_\_\_ Depth: \_\_\_\_\_

**Letters:**

Interior or Exterior: \_\_\_\_\_ Face or Back Lit \_\_\_\_\_ Drain Holes: \_\_\_\_\_

Face Material: \_\_\_\_\_ Thickness: \_\_\_\_\_ Return Material: \_\_\_\_\_ Depth: \_\_\_\_\_

Mylar Size: \_\_\_\_\_ Back Material: \_\_\_\_\_ Neon Rows: \_\_\_\_\_

Transformer Location: \_\_\_\_\_ 30MA 60MA

Wiring: (BX - Liquid Tite - Wire way - N/A) \_\_\_\_\_

Housings: \_\_\_\_\_ Double Backs: \_\_\_\_\_ Mounting \_\_\_\_\_

**Electric:**

Existing

Required

**Concrete Base**

Circuits \_\_\_\_\_ Yards \_\_\_\_\_

Amp \_\_\_\_\_ Depth \_\_\_\_\_

Voltage \_\_\_\_\_ Width \_\_\_\_\_

U.L. \_\_\_\_\_ Length \_\_\_\_\_

**Steel:**

Existing

Required

Size \_\_\_\_\_

Length \_\_\_\_\_

W. Thickness \_\_\_\_\_

Stub Size \_\_\_\_\_

Stub Length \_\_\_\_\_

W. Thickness \_\_\_\_\_

Plate \_\_\_\_\_

Gussets \_\_\_\_\_

Anchor Bolts \_\_\_\_\_

**This section to be filled out by City Personnel Only!**  
**Taxes, Water or Sewer Overdue?**  
**YES / NO Describe:**  
\_\_\_\_\_  
\_\_\_\_\_

- Frost Depth is minimum 42" below grade
- Wind loading calculation \_\_\_\_\_ min. 80 MPH.
- Engineers stamp on large free standing sign (over 10' or 8 sq ft or more)

Zoning Official: \_\_\_\_\_ Date: \_\_\_\_\_

Building Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**CITY OF DANBURY  
155 DEER HILL AVENUE  
DANBURY, CONNECTICUT 06810**

**BUILDING DEPARTMENT  
(203) 797-4580**

**LEO. P. NULL  
BUILDING OFFICIAL**

**Information Sheet: Sign Permits**

- Application must be filled out as completely as possible
- Zoning will require sign rendering with dimensions and proposed location on a site plan
- Building Department will require 2 sets of plans complete with the minimum of following information:
  - Scope of Work
  - Type of Sign - Wall Mount, Free Standing, Etc.
  - Concrete Base - Depth, Width, Length, Yards
  - Steel - Size, Length, Thickness, Plates, Gussets, Anchor Bolts, Welds
  - All sizes and thicknesses of all pieces
- Electric - UL listings, total amps, voltage, circuit, disconnect switch, type and location, wire type (THHN) etc., wiring type, BX - EMT - RIGID - LIQUID TITE, Transformer locations & rating, wire ways, existing installation or new.
- Signs - Type, Material - Facing Material Thickness - Box Dimensions
- Letters - Interior - Exterior - Face Lit - Back Lit - Material Type and Thickness, Mounting Details
- If electrical contractor is required, they MUST sign on permit application BEFORE permit will be issued
- Sign contractors can only make electrical connections on load side of disconnect switch when replacing existing sign.

NOTE: SO AS TO NOT HOLD UP YOUR APPLICATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE!

**ATTENTION**

**Building Inspections which result in a failure may incur an additional  
\$25.00 fee for each reinspection.**

**Sec.6-02(a) (2) of the Code of Ordinances, Danbury, Connecticut**

“Additional inspections shall be performed for an additional fee of Twenty Five Dollars (\$25.00) per inspection. Each separate trip to the site shall be deemed to be a separate inspection. Such additional fees shall be due and payable prior to the issuance of a certificate of occupancy.”

**As of January 23, 2002 the Building Department of the City of Danbury will be strictly enforcing the above referenced section.**

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Owner/Agent Signature

Date



# CONNECTICUT HOMEOWNERS' WORKERS' COMPENSATION INSURANCE AFFIDAVIT

**DATE:** \_\_\_\_\_

**HOMEOWNER(S) NAME** \_\_\_\_\_

**PROPERTY LOCATED AT:** \_\_\_\_\_

**IN THE CITY OF DANBURY**

**I, \_\_\_\_\_, THE OWNER OF THE ABOVE DESCRIBED PROPERTY  
HEREBY SWEAR AND ATTEST THAT I WILL REQUIRE PROOF OF WORKERS' COMPENSATION  
INSURANCE FROM EACH AND EVERY SUBCONTRACTOR OR OTHER WORKER BEFORE HE/SHE  
ENGAGES IN WORK ON MY PROPERTY.**

**I UNDERSTAND THAT EVERY PERSON EMPLOYED OR ENGAGED TO PERFORM SERVICES ON THE  
CONSTRUCTION SITE (INCLUDING SOLE PROPRIETORS, INDEPENDENT CONTRACTORS AND  
BOTH OWNERS AND EMPLOYEES OF SUBCONTRACTING COMPANIES), ARE REQUIRED TO HAVE  
WORKERS' COMPENSATION INSURANCE.**

\_\_\_\_\_  
**(Signed)** **(Date)**

## OATH

\_\_\_\_\_  
**(NOTARY, COMMISSIONER OF SUPERIOR COURT,  
JUSTICE OF THE PEACE)**

**“Subscribed and sworn to before me  
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_”**

**DATE COMMISSION EXPIRES:** \_\_\_\_\_



**CONNECTICUT WORKERS' COMPENSATION  
INSURANCE AFFIDAVIT**

**FOR PROPERTY OWNERS OR SOLE PROPRIETORS**

**DATE:** \_\_\_\_\_

**PROPERTY OWNER(S) NAME** \_\_\_\_\_

**OR**

**SOLE PROPRIETOR** \_\_\_\_\_

**PROPERTY LOCATION:** \_\_\_\_\_

**IN THE CITY OF DANBURY**

**I, \_\_\_\_\_, THE OWNER OF THE ABOVE DESCRIBED PROPERTY OR A SOLE PROPRIETOR, HEREBY SWEAR AND ATTEST THAT I WILL REQUIRE PROOF OF WORKERS' COMPENSATION INSURANCE FROM EACH AND EVERY CONTRACTOR, SUBCONTRACTOR OR OTHER WORKER BEFORE HE/SHE ENGAGES IN WORK ON THE ABOVE DESCRIBED PROPERTY IN ACCORDANCE WITH THE PROVISIONS OF CHAPTER 568.**

**I UNDERSTAND THAT PURSUANT TO §31-275 OF THE CONNECTICUT GENERAL STATUTES, OFFICERS OF A CORPORATION AND PARTNERS IN A BUSINESS MAY ELECT TO BE EXCLUDED FROM COVERAGE BY FILING A WAIVER IN ACCORDANCE WITH §31-275, AND THAT SOLE PROPRIETORS ARE NOT REQUIRED TO HAVE COVERAGE, UNLESS THEY FILE THEIR INTENT TO ACCEPT COVERAGE PURSUANT TO §31-275.**

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Date)

**OATH**

\_\_\_\_\_  
(NOTARY, COMMISSIONER OF SUPERIOR COURT,  
JUSTICE OF THE PEACE)

**“Subscribed and sworn to before me  
THIS \_\_\_\_\_ DAY OF \_\_\_\_\_”**

**DATE COMMISSION EXPIRES:** \_\_\_\_\_