



**SIGN PERMIT APPLICATION**  
**Town of Ashland • Department of Building Safety**  
 20 Highland St., PO Box 517, Ashland, New Hampshire 03217  
 Tel: 603-968-4432 • Fax: 603-968-3776  
[bldg@ashland.nh.gov](mailto:bldg@ashland.nh.gov) • [www.ashlandnh.org](http://www.ashlandnh.org)

<b>Permit #</b>		<b>S</b>
<b>Date Closed</b>		

<b>OFFICE USE ONLY</b>			
Tax Lot #	Zone	Floodplain	SD/SI
Date Received	Reason for Denial		
Date Approved			
Date Denied			

**PLEASE PRINT AS LEGIBLY AS POSSIBLE (Black ball point pen is preferred.)**

<b>SECTION 1 – Contact and Property Information</b>	
Project Address	Date of application
Property Owner(s)	
Mailing Address	City/State/Zip
Daytime Tel #	Email

<b>SECTION 2 – Sign Information</b>
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The following information must be provided for an application to be reviewed:

1. Drawings of the sign(s).
2. For signs advertising a business or service, the property must have a current approved site plan reviewed and approved by the Planning Board.
3. For signs for residential purpose, if the sign is freestanding (mounted on a post or similar) or projecting out from a building, a site sketch of the property is required, to include sign location and distances from street, electrical poles, and other objects located on site.

<b>Is use of sign(s) intended for:</b>	Commercial (up to 3 signs)?	Industrial (up to 3 signs)?
Home Occupation (1 sign)?	Bed & Breakfast (see Zoning 4.8)?	Residential (1 sign)?

<b>Sign Installer</b>	
Address	City/State/Zip
Daytime Tel #	Email
Site Supervisor	Contact Phone
<b>Sign Manufacturer</b>	Daytime Tel #
Address	City/State/Zip

**(Continued on the next page)**

<b>Sign 1:</b>			
Is sign Temporary or Permanent?		Will sign Include electrical component?	
Attached flat to building	Projecting from building	Freestanding	Directional
Materials of sign			
Type and material of supports			
Square Footage (1 side)	Width of Sign	Height of Sign	Height (ground to top of sign)
Location on Site			

<b>Sign 2:</b>			
Is sign Temporary or Permanent?		Will sign Include electrical component?	
Attached flat to building	Projecting from building	Freestanding	Directional
Materials of sign			
Type and material of supports			
Square Footage (1 side)	Width of Sign	Height of Sign	Height (ground to top of sign)
Location on Site			

<b>Sign 3:</b>			
Is sign Temporary or Permanent?		Will sign Include electrical component?	
Attached flat to building	Projecting from building	Freestanding	Directional
Materials of sign			
Type and material of supports			
Square Footage (1 side)	Width of Sign	Height of Sign	Height (ground to top of sign)
Location on Site			

<b>SECTION 3 – Electrical Information</b>		
If sign(s) have an electrical component, an Electrical Permit application must be submitted.		
<b>Company:</b>		
Address		City/State/Zip
Tel #	Email	
<b>Electrician:</b>		Daytime Tel #
Master Electrician #:	Exp:	<b>Proof of Licensure Is Required</b>

(Continued on the next page)

## SECTION 4 – Permit Fee

(Include and attach all additional required permits.)		Qty	Fee Per	line total
Residential / Home Occupation			\$40	
Commercial / Bed & Breakfast			\$60	
Industrial			\$100	
Re-inspection Fee	(For failed or missed inspections)	per visit	\$35.00	
<b>Fee Schedule adopted by Ashland Select Board, May 6, 2019.</b>			<b>TOTAL</b>	

\* Application fee is not refundable if the applicant withdraws their application or if it is denied. No refunds will be issued once work begins.

## SECTION 5 – Legal Statement and Signature

### ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH CURRENTLY ADOPTED BUILDING AND FIRE CODES:

Currently, Ashland and NH are using the 2018 ICC Building Codes and the 2015 NFPA Fire Codes.

### WORK COMMENCING BEFORE PERMIT ISSUANCE:

Any construction started without a required permit will result in the permit fee being doubled per the Permit Fee Schedule approved by the Select Board on May 6, 2019.

Any stage of construction started without the prerequisite inspection(s) or any work performed after a “Stop Work Order” is issued is subject to a fine of up to \$275 (for the first offense) or \$550 (for each subsequent offense). Each day a violation continues shall be a separate offence. [Ref.: RSA 676:17]

## SECTION 6 – Legal Statement and Signature

This is to certify that all specifications of this application will be followed during demolition and any change shall only be made after notifying the Building Department and receiving approval of change. In addition, this certifies that I am aware of the requirement to conduct all work in accordance with the State Building Code and State Fire Codes. I also understand that the application fee is not refundable if I cancel this permit request or if the permit is denied. Refunds will not be issued once work begins.

I hereby attest that all statements made on this application and any attached documents are true to the best of my knowledge. If I am not the property owner, I have included a *Letter of Authorization* form, granting me the authority to request a permit on the behalf of the property owner.

***Omission of any required information may delay permit issuance or constitute reason for denial.***

***Applicants are advised that the making of a false statement on this form is a criminal offense.***

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONTACT  
THE BUILDING INSPECTOR TO SCHEDULE REQUIRED INSPECTIONS.**

The Dept. of Building Safety regular hours are MONDAY & FRIDAY, 10:00 am to 4:00 pm.

CALL 603-968-4432, ext. 562 (office), 617-481-2665 (cell), OR EMAIL [BLDG@ASHLAND.NH.GOV](mailto:BLDG@ASHLAND.NH.GOV)

### 3.3 Signs

- 3.3.1 Permits: No sign or advertising device shall be erected in the Town of Ashland without a permit, except for signs required by federal, county, state or local law for safety purposes or for official Town of Ashland purposes.
- 3.3.2 Application and Fee Schedule: All applications for a sign permit shall be made to the Building Inspector and shall include a fee [refer to current fee schedule with application], site location, sign size, number of signs, lettering, method of illuminations, if any, and types and colors of materials to be used in construction. Sign permits for residential use shall be issued and approved by the Building Inspector. All sign applications for new or proposed non-residential use are subject to site plan review by the Planning Board prior to sign permit being issued by the Building Inspector; all applications for existing non-residential uses shall be issued and approved by the Building Inspector. The Building Inspector may waive the fee for low impact, temporary signs promoting a civic or charitable activity or cause.
  - 3.3.2a The copy of any commercial sign may be substituted with non-commercial copy.
  - 3.3.2b Official town, state or federal signs, including traffic control devices, are considered government speech and shall be exempt from this section. [Amended by Official Ballot vote on March 14, 2017]
- 3.3.3 Sign Zones and Measurements
  - 3.3.3.1 Commercial Zone I: The boundaries of this zone shall extend from the southernmost boundary of the Commercial Zone, encompassing the current boundaries and running down to and including the property on Tax Map 214-041. No sign shall exceed 80 square feet nor be taller than 15 feet. No freestanding sign shall be smaller than 8 square feet.
  - 3.3.3.2 Commercial Zone II: The boundaries of this zone shall extend from the northern most boundary of the Commercial Zone, encompassing the current boundaries and running down to and including the property on Tax Map 214-040. No sign shall exceed 200 square feet nor be taller than 75 feet. No freestanding sign shall be smaller than 8 square feet.
  - 3.3.3.3 Industrial-Commercial Zone: The same requirements as outlined in 3.3.3.1 shall apply.
  - 3.3.3.4 Village Residential Zone: No residential sign may exceed 8 square feet. Any non-residential sign application shall be treated as outlined in 3.3.2.
  - 3.3.3.5 Rural Residential Zone: No residential sign may exceed 12 square feet. Any non-residential sign application shall follow the application and site plan review procedures as set forth in 3.3.2
- 3.3.4 Number of Business Identification/Advertising Signs
  - 3.3.4.1 A single business site shall be allowed three signs. [Amended March 14, 2017]
  - 3.3.4.2 A multi-business site shall be allowed two signs not to exceed 80 square feet each and one sign per business not to exceed 8 square feet per sign. [Amended March 14, 2017]
- 3.3.5 Location No sign shall be placed in a position to endanger traffic by obstructing the line of sight. No sign shall be allowed that could be a safety hazard. No sign shall be placed on Town property or private property without the permission from the owner. The Planning Board has the discretion to prohibit animated signs. [Amended March 14, 2017]

- 3.3.6 Temporary Signs A temporary sign may be erected subject to other sections of this ordinance as may apply. A temporary sign may not be larger than 32 square feet in size. The duration of a temporary sign permit shall not exceed 7 consecutive days, unless extended or renewed. Other seasonal or special occasion temporary signs for community events shall not exceed a temporary sign size, and shall be removed within 48 hours after the event. [Amended March 14, 2017]
- 3.3.6.1 Other signs: One [1] temporary non-illuminated sign when the property is currently for sale, rent or lease shall be permitted without a sign permit. Said sign shall not exceed 6 square feet in the Residential Zone and shall not exceed 32 square feet in other zones. Said signs shall be removed within 48 hours after the date of closing. [Amended March 14, 2017]
- 3.3.6.2 The penalty for not removing said signs within the above-specified amount of time shall be \$10.00 per sign per day.
- 3.3.7 Maintenance All surfaces and supporting structures of signs, whether erected prior to effective date of this ordinance or not, shall be maintained in a safe and slightly condition, to the satisfaction of the Selectmen or their authorized agent. Failure to correct a violation within 30 days after notice thereof shall constitute a violation of this ordinance, subject to prescribed remedies whereupon the designated Town Official may remove, or cause to have removed, said sign.
- 3.3.8 Enforcement The owner of any illegal sign shall be notified in writing of said violation and be given 30 days to respond in writing to the Building Inspector with a plan to correct said violation. Failure to comply with the Building Inspector’s notice will result in the violation being sent to the Board of Selectmen for enforcement and compliance.

4.7 **Home Occupation (Signage)**

- 4.7a2 No signage other than a sign in a configuration not to exceed 360 square inches shall be placed only on the property.

4.8 **Bed and Breakfast (Signage)**

Signage Main sign shall be no larger than 8 square feet and may be double sided, posts not included. There shall be no neon or flashing signage.

Nameplate sign of 100 square inches to be mounted on building.

Signs located on the property and intended to regulate or guide activities within the property even though such signs may be incidentally visible from outside the property are exempt from the sign permit. They shall not exceed six [6] square feet in size. [Amended March 13, 2018]