



Town of Sturbridge

Sign Application: Permanent Signage ***(Applicant has Design Review Committee Approval)***

Applicant: _____

Date: _____

Business Name: _____

Permit No: _____

Street Address: _____

Fee Amt: _____

Contact Phone Number: _____

Check No: _____

Contact Email Address: _____

Description, Size(s) and Total Number of Sign(s): _____

Required Documents:	Electronic Copy of Plans & Site Map Location(s):	YES	NO
	Design Review Committee Approval:	YES	NO

Fee Structure: Sign Size: Less than 30 SF: \$50 per sign; More than 31 SF: \$75 per sign

Fee Payment: Check: Made out to "Town of Sturbridge".

Mail: Town of Sturbridge, 308 Main Street, Sturbridge, MA 01566 Attn: Building Dept

Process:

- All signs require a sign permit, with the exception of yard sale or real estate sign.
- Failure to notify the Building Department will result in a violation with Sturbridge Town By-Law.
- All signs are reviewed by the Planning Department/Design Review Committee
- Upon approval from Planning Department/Design Review Committee, please complete this application form with the Building Department.
- Once this sign application and fee is paid/received by the Building Department:
 - please email cforgit@sturbridge.gov for our office to conduct an inspection after the sign(s) has been installed.
 - please include a picture of the sign(s), the address and location(s) of said sign(s) (including directional sign(s) if applicable).

Applicant: I understand that I must comply with all conditions of the decision of the Planning Department/Design Review Committee and Town of Sturbridge Sign By-Law.

Applicant Signature

Building Inspector or Designee Signature

Office Use Only: Approved by DRC:
Building Inspector:
Photo Taken at Inspection:

Date:
Date:
Date:

Center Office Building 308 Main Street
Sturbridge, MA 01566

Telephone (508)347.2505
Fax (508)347.8243

"Public Safety ~ A Joint Responsibility"