

Plans must be filed and approved by the Building Inspector, before a permit of erection will be granted. NOTIFY THE BUILDING INSPECTOR WHEN SIGN OR BILLBOARD HAS BEEN COMPLETED.

No. \_\_\_\_\_

APPLICATION  
For  
PERMIT TO ERECT SIGN OR BILLBOARD

LAWRENCE \_\_\_\_\_ 20 \_\_\_\_\_

To the Inspector of Buildings \_\_\_\_\_, the undersigned hereby applies for a permit to build according to the following specifications:

1. Owner's name and address of billboard \_\_\_\_\_
2. Owner's name and address of property \_\_\_\_\_
3. Architect's name \_\_\_\_\_
4. Mechanic's name and address \_\_\_\_\_
5. What is the location? No. \_\_\_\_\_ Street \_\_\_\_\_ Ward \_\_\_\_\_
6. What is the purpose of the building? \_\_\_\_\_
7. What is the purpose of the structure? \_\_\_\_\_
8. Material of the roof? \_\_\_\_\_
9. Material of the roof? \_\_\_\_\_
10. Size of structure. Length (ft.) \_\_\_\_\_ Height (ft.) \_\_\_\_\_
11. Building; No. of stories? \_\_\_\_\_
12. Proposed location of structure \_\_\_\_\_ Roof \_\_\_\_\_ Wall \_\_\_\_\_ Ground \_\_\_\_\_
13. No. of tenements \_\_\_\_\_ No. of stores \_\_\_\_\_
14. Height (in feet) from the level of the ground to the highest point of the sign \_\_\_\_\_
15. Height (in feet) from the level of the ground to the lowest point of the sign \_\_\_\_\_
16. Have you filed plans for this structure? \_\_\_\_\_
17. How near is the building to the street line? \_\_\_\_\_
18. Have you examined the roof design? \_\_\_\_\_
19. Size of roof rafters \_\_\_\_\_ Span \_\_\_\_\_ Distance on centers \_\_\_\_\_
20. Is it a corner or interior lot? \_\_\_\_\_
21. Will any portion project over any street line or way? \_\_\_\_\_
22. Weight of structure \_\_\_\_\_
23. Size of shoe on roof \_\_\_\_\_ Wood \_\_\_\_\_ Iron \_\_\_\_\_
24. Span \_\_\_\_\_ Distance on center \_\_\_\_\_
25. Size of vertical members \_\_\_\_\_ Angles \_\_\_\_\_ Channels \_\_\_\_\_ I Beams \_\_\_\_\_
26. Did you have roof computed for carrying capacity? \_\_\_\_\_
27. Will roof sustain this structure? \_\_\_\_\_
28. What is the means of access to the roof? \_\_\_\_\_
29. If ground board, no. of deadmen \_\_\_\_\_ Depth \_\_\_\_\_ material \_\_\_\_\_
30. If wall board, main supports \_\_\_\_\_
31. What is the material of the building foundation? \_\_\_\_\_
32. Is the roof flat, pitched, mansard, or gambrel? \_\_\_\_\_
33. Will the structure conform to the requirements of the law? \_\_\_\_\_
34. No. of feet over sidewalk \_\_\_\_\_
35. No. of signs \_\_\_\_\_
36. Estimated cost \_\_\_\_\_

Signature of owner or authorized Agent \_\_\_\_\_

REMARKS

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No. \_\_\_\_\_

CITY ORDINANCE SECTION 25-10  
COMPLIANCE SIGN OFF LIST

ALL PAYMENTS REQUIRED BEFORE ISSUANCE OF PERMITS OR LICENCES

APPLICATION  
for  
PERMIT TO ERECT SIGN OR  
BILLBOARD

Property Location \_\_\_\_\_

Building Owner's Name \_\_\_\_\_ Owner's Street Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ City, State, Zip Code \_\_\_\_\_

Tax Collector \_\_\_\_\_  
(Rm. 101)  
TAXES  
Stamp \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Water Dept. \_\_\_\_\_  
(Rm. 205)  
WATER  
Stamp \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Inspectional \_\_\_\_\_  
Services \_\_\_\_\_  
(Rm. 209)  
TRASH  
Stamp \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by:

*All sign offs must include Department stamps, signatures and date. No photocopies will be accepted. This sign off list must be attached to all permits or license applications.*

Inspector of Buildings \_\_\_\_\_