



CITY OF NEW HAVEN- DEPT. PUBLIC WORKS
 34 MIDDLETOWN AVENUE
 NEW HAVEN, CT 06513
 Telephone (203) 946-7700
 Fax (203) 946-7357



Jeffrey Pescosolido
 Director

Permit & License Center - Contractors Division
 200 Orange Street, Room 501
 Phone: 203-946-5758 Fax: 203-946-8049

Toni N. Harp
 Mayor

Sidewalk Sandwich Board Sign Permit

New Application Renewal

Applicant Name: _____ Date: ___/___/20___

Organization Name: _____

Address: _____

Street Address

City/State/Zip

Phone Number: ___-___-____ Email: _____

Sign Information:

Location of Sign: _____

Sign Dimensions: _____ Width _____ Height _____ Weight

Ordinance:

Sec. 27-35 – Sidewalk Sandwich Board Signs; Permit Required

No Sandwich Board may be placed on the street without a permit from the issuer stating the exact location of the sign.

Sec. 27-36 – Insurance

Before a permit is issued the applicant shall secure insurance naming the city as an additional insured party. The policy shall protect the city against all claims resulting from the actions and/or negligence of the permittee. The permittee shall be responsible for any damages to sidewalks or other public property resulting from display of the sandwich board sign.

Sec. 27.42 – Renewal

Permits shall be renewed on an annual basis. The permit issuer shall collect and maintain information from each permit applicant when permits are initially issued. In subsequent years it shall not be necessary for the applicant to provide detailed information unless there are any changes to the documentation submitted. If there are no changes, the applicant shall submit a written permit renewal request, as well as updated insurance certificate and the required permit fee of **\$180**.

Requirements:

- ✓ Drawing showing dimensions required for placement of sign, in compliance with ADA policies.
- ✓ Certificate of Insurance – Naming the *City of New Haven* as additionally insured

(For Office Use Only)

Certificate of Insurance Expires on: ___/___/20___

Drawing/Sketch: New/Updated
 Renewal – Same as previous

Permit Fee: \$180

- Cash
- Check # _____
- Credit Card (MasterCard, VISA)