



TOWN OF PLAISTOW, NH
DEPARTMENT OF BUILDING SAFETY
145 MAIN STREET - PLAISTOW, NH 03865
Tel 603-382-5200 ext. 259
E-mail - inspections@plaistow.com

BUSINESS OCCUPANCY INFORMATION PACKET

Enclosed in your packet:

- Application for Occupancy Form (\$50.00 one-time fee) ** **- REQUIRED**
- Copy of your current lease. Signature page & page showing address with unit number
- Fire Department Requirements for Business Occupancy – For your reference
- Application for Sign Permit (\$50.00 per sign, separate applications for each sign) *
- Zoning ordinance Article IX – Signs – For your reference

Please complete all applicable forms, include a copy of your lease, and return with payment (please make checks payable to the Town of Plaistow) to the Department of Building Safety office during regular business hours, 8:30 a.m. to 3:00 p.m. Monday – Thursday. (Hours are subject to change for holidays, weather, meetings, etc.) Our current location is 14 Elm Street in Plaistow, NH. Note: Please do not send mail to this location.

* Please note: A sign **permit** is NOT required for occupancy; however, it is **required PRIOR** to any signs being erected. We have provided you with the form in this packet for your convenience. **Landlord/property owners written permission is required with ALL sign permits.**

** Please note: Occupancy Permits for **Motor Vehicle Dealerships** are \$100 and are **renewed annually.**

Occupancy Inspections are conducted on THURSDAY afternoons and are conducted by the Building Inspector and the Fire Department. ***Inspections will not be scheduled until a completed application and full payment is submitted.*** Someone needs to be at the business to provide access for the inspection and to address any issues that may arise from the inspection. The inspections office will try to consider special requests for certain times or requests for order of inspection and will accommodate those requests whenever possible. However, specific time appointments are not available. Occasionally the Fire Department will be unavailable, and it may be necessary to reschedule inspections. If this should happen, we will try to accommodate your schedule as much as possible. Of course, you will not be charged a re-inspection fee if we reschedule. You will be charged for re-inspections if items on the Fire Department Requirements list are deficient or if there is no access to the business unit. Inspections are pass/fail. A \$30.00 fee will be required before any re-inspections will be scheduled. ***PLEASE DO NOT CONTACT THE FIRE DEPARTMENT FOR INSPECTIONS.***

Charlene Glorieux or Kyrstin Beaudoin, Administrative Assistant **603-382-5200 ext. 259**

- To schedule occupancy & other inspections
- Questions regarding the inspections process

Rick Foye, Building Inspector/Code Enforcement Officer

603-382-5200 ext. 247

- Questions on Zoning Issues
- Questions on specific building/renovations codes

APPLICATION FOR BUSINESS OCCUPANCY PERMIT

All information is mandatory and incomplete applications will not be processed

FEE \$50.00 (\$100 for Motor Vehicle Dealerships) – Payable to Town of Plaistow

******Dealership Occupancy Permits expire every year and must be renewed******

Name of Business: _____

Business Street Address: _____ Unit #: _____

Business Mailing Address: _____

Business Telephone: _____

Name of Business Owner: _____

Owner's Mailing Address: _____

Owner's Telephone Number: _____ Email: _____

Manager's Name: _____

Manager's Telephone Number: _____

Emergency Contact Person: _____

Emergency Contact Person's Telephone Number: _____

*If there are additional emergency contacts, please provide their information **on the back of this page***

Hours of Operation: _____ # of Employees: _____

Nature of Business: _____

Name of Property Owner: _____

Property Owner's Mailing Address: _____

Property Owner's Telephone Number: _____

Alarm Type (Audible, Silent, Fire, Intrusion) _____

To the business owner/manager: *The safety of you and your customers is important to the Town of Plaistow. We understand that from time-to-time management and/or a person's emergency contact information can change. To assist us in notifying the proper person in the event of an after-hours emergency please update the information on this form as needed.*

I understand that the information on this form may be used to contact my business in the event of an after-hours emergency and that it is the business owner/manager's responsibility to keep this information as current as possible.

Signature of Manager/Owner

Date

Copies: Building/Fire/Police

Additional Emergency Contacts:

For the safety of your business in the event of an emergency we would like to suggest that your Emergency Contact have a key to provide Emergency Personnel access to your unit.

Emergency Contact Person: _____

Emergency Contact Person's Telephone Number: _____

Emergency Contact Person: _____

Emergency Contact Person's Telephone Number: _____

Emergency Contact Person: _____

Emergency Contact Person's Telephone Number: _____

Emergency Contact Person: _____

Emergency Contact Person's Telephone Number: _____

**** It is the responsibility of the business owner to renew the Business Occupancy Permit in a timely manner****

For the safety and protection of your business and your employees please remember to update your EMERGENCY CONTACT INFORMATION as often as is necessary by contacting:

**Department of Building Safety
145 Main Street
Plaistow, NH 03865**

603-382-5200 Ext. 259

PLAISTOW FIRE DEPARTMENT

John D. Fitzgerald Safety Complex

REQUIREMENTS FOR BUSINESS OCCUPANCY

Commercial/Industrial

Must have TWO means of egress (unless specifically exempted in the fire code), egress paths must be maintained passable (inside and outside) in all weather. This includes exterior stairs from the exit to the public way or area of refuge. Exit doors will open a minimum of 90 degrees.

Means of egress must be marked with illuminated exit signs and maintained in working order. **NOTE**-emergency lights **WILL NOT** be used for both illuminating the egress path AND the EXIT signs.

Emergency lighting for means of egress must be provided and maintained. It is the responsibility of the occupant to periodically check the emergency lights (proper operation, illumination and physical condition)

"Instant Exit" lock on all back door exits. An "Instant Exit" lock is defined as a lock that takes only ONE ACTION to exit. For example, the push of a bar to exit, or the turning of ONE knob. Turning a deadbolt and then a doorknob would NOT be considered "instant exit". NOTE: Outside access to the building from a back door is not required.

Fire extinguishers must be properly located (and mounted) per NFPA 10. In addition, extinguishers shall be inspected, tested and tagged on an annual basis. **RESIDENTIAL EXTINGUISHERS ARE NOT APPROPRIATE FOR COMMERCIAL APPLICATIONS. Minimum 10 lb. "ABC" extinguishers** shall be used. Appropriate signs shall be installed indicating location of all extinguishers. **CONTACT PFD PRIOR TO PURCHASING IF ANY QUESTIONS.**

Primary building or sign must have street number that is ***clearly visible*** from the street.

Individual units must be numbered/lettered front and back.

Smoke detectors shall be installed and operable.

All new buildings shall have fire alarms installed per NFPA 72, National Fire Alarm Code (permit required) and a KNOX BOX rapid entry system. (Contact PFD for KNOX information and order form)

Existing fire alarm systems must be in working order and maintained per NFPA 72, National Fire Alarm Code. All existing buildings with fire alarm systems shall have a KNOX BOX rapid entry system.

All new mercantile buildings over twelve thousand (12,000) sq. ft. shall be sprinklered. A building divided (fire walls extending through the roof) into areas under 12,000 sq. ft. need not be sprinklered. Undivided buildings under 12,000 sq. ft will be determined by the Authority Having Jurisdiction, based on the occupancy. Sprinklered Buildings outside the hydrant district will require a cistern for fire suppression. New or renovated buildings inside the hydrant district (which meet the criteria for sprinklers) shall be connected to the hydrant system unless specifically waived by the Authority Having Jurisdiction.

An OCCUPANCY PERMIT is required BEFORE opening business to the Public.

48-hour notice required for all inspections or re-inspections.

Any re-inspections will be completed at the current inspection rate established by the Board of Selectmen.

Occupancy inspections are conducted on Thursday mornings, by appointment only. Applications for Occupancy Permits are available at the Building Inspector's Office, 14 Elm Street, Monday - Thursday, 8:30 a.m. to 3:00 pm.

Any deficiencies in the above requirements may be grounds for an Occupancy Permit not to be issued until corrective measures are taken and a re-inspection preformed. **It is the responsibility of the business owner to notify the Inspections Office at 603-382-5200 X 259 when corrective action has been taken to schedule re-inspection.**

PLAISTOW FIRE DEPARTMENT
John D. Fitzgerald Safety Complex

Fire Safety Inspection Report

Inspection Type:	<input type="checkbox"/> Routine/Annual <input type="checkbox"/> Re-inspection	Date/Time:
Facility Name:		Occupancy Type:
Address:		Type Const: I Fire Res. II Non-Comb III Ordnry IV Hvy Timber V Wood Frame
Contact Person:		Telephone:
Property Owner:		Telephone:

**	Conditions found needing correction (use additional sheets as necessary)
<input type="checkbox"/>	Building Identification: <input type="checkbox"/> Numbers not visible from street
<input type="checkbox"/>	Building Access: <input type="checkbox"/> Knox Box needed <input type="checkbox"/> Missing/Improper Keys in Knox Box
<input type="checkbox"/>	Means of Egress: <input type="checkbox"/> Obstructed <input type="checkbox"/> Locked <input type="checkbox"/> Improper Locking Device Locations:
<input type="checkbox"/>	Aisles/Corridors: <input type="checkbox"/> Obstructed
<input type="checkbox"/>	Emergency Lighting: <input type="checkbox"/> Obstructed <input type="checkbox"/> Broken light/head <input type="checkbox"/> Inoperative <input type="checkbox"/> Insufficient Coverage Locations:
<input type="checkbox"/>	Exit Signage: <input type="checkbox"/> Inoperative <input type="checkbox"/> Not Provided <input type="checkbox"/> Battery Backup Inoperative Locations:
<input type="checkbox"/>	Sprinkler Systems: <input type="checkbox"/> Obstructed heads (18" minimum) <input type="checkbox"/> Annual Maintenance not done FDC: <input type="checkbox"/> Missing covers <input type="checkbox"/> Obstructed <input type="checkbox"/> Damaged <input type="checkbox"/> Debris in FDC Riser: <input type="checkbox"/> Locks missing <input type="checkbox"/> Spare Heads/sprinkler wrench missing <input type="checkbox"/> Obstructed Hood Systems (if req'd): <input type="checkbox"/> Maintenance Out of Date <input type="checkbox"/> Inoperative <input type="checkbox"/> _____
<input type="checkbox"/>	Fire Alarm System: <input type="checkbox"/> Active Trouble Alarm <input type="checkbox"/> Inoperable <input type="checkbox"/> Missing/Dirty/Broken Detectors
<input type="checkbox"/>	Fire Extinguishers: <input type="checkbox"/> Not Found <input type="checkbox"/> Inoperable <input type="checkbox"/> Out of Service <input type="checkbox"/> Missing <input type="checkbox"/> Size Locations:
<input type="checkbox"/>	Electrical Hazards: <input type="checkbox"/> Obstructed Panel(s) <input type="checkbox"/> Improper use of Extension Cords/Power Strips <input type="checkbox"/> Panel Circuits not marked <input type="checkbox"/> Combustible Material too close to heat producing appliance Locations:
<input type="checkbox"/>	Housekeeping: <input type="checkbox"/> Excessive Trash <input type="checkbox"/> Unnecessary Clutter <input type="checkbox"/> Other _____
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/> No Violations Noted this date <input type="checkbox"/> Re-inspection to occur on or before: <input type="checkbox"/> Violations Corrected Prior to end of inspection

Your attention to the above items is required. The Fire Inspector will indicate next to each violation a date by which the issue will be resolved. **All Egress violations will be corrected prior to the end of the inspection to the satisfaction of the Fire Inspector.** Please contact the Plaistow Fire Department for re-inspection of all other items (603 382-5012).

Fire Inspector (sign/print): _____

Occupant/Owner's Representative: _____

Fire Safety Inspection Report

(Continuation Sheet)

Date: _____

[illegible]

Inspector's Initials _____



Town of Plaistow ♦ Department of Building Safety

145 Main Street ♦ Plaistow, NH 03865

Tel 603-382-5200 Ext. 259

E-mail: inspections@plaistow.com

SIGN PERMIT APPLICATION

(Please carefully read Plaistow Zoning Article IX before completing this application)

Please complete a separate application for each sign.

**Fee: \$50.00 PER SIGN
non-refundable**

Date: _____

Business Name: _____

Business Address: _____

Business Telephone: _____

Owner/Applicant: _____

Address: _____

Telephone Number: _____

Size of Sign: _____ X _____ Total Sq. Ft. _____ Zoning Area: _____

Please include the original sign artwork, including dimensions of sign. (REQUIRED for ALL applications) It is strongly recommended that you DO NOT have your sign manufactured prior to obtaining sign permit approval.

COMMERCIAL/INDUSTRIAL SIGNAGE APPLICANTS: For attached sign permit applications please submit a sketch showing the dimensions of the building façade to which the sign is to be affixed. **Please include the dimensions of any glass.**

******Property owner's permission (signed) on owner's letter head is required******

Lighted: _____ UL Listed: _____ Attached: _____ Free Standing: _____

Electrical Permit required for new and repaired lighted signs. All Lighted signs must be UL Listed. Permit must be obtained by Master Electrician.

Applicant / Owner Signature _____ Date: _____

OFFICE USE ONLY

Variance needed: Y or N ZBA Case: _____ Date of Approval: _____

Building Façade Calculations (CI/I Uses Only): _____

Permit Approved: Y or N

Building Inspector's Signature: _____ Date: _____
(Permit not valid without Building Inspector/Designee's Signature)

**THIS PERMIT IS GRANTED FOR THIS SIGN ONLY
ANY CHANGES IN SIGN OR LOCATION OF SIGN REQUIRES A NEW PERMIT APPROVAL**

ARTICLE IX

Signs

§ 220-58. All Districts. [Added 3-8-2005 ATM by Art. P-17; amended 3-10-2009 ATM by Art. P-09-19]

The following definitions shall apply to all sections of Article IX. [Added 3-10-2009 ATM by Art. P-09-19]

- 1) Flag: Only the official flags of countries, states, and government agencies (United Nations and US military flags) shall be considered flags for the purpose of this ordinance. All proper flag etiquette must be observed. Flags shall not be considered signs and shall be exempt from the provisions of this ordinance except that if more than one (1) flag is flown, there must be at least 30 feet between the flag poles or supporting structures.
- 2) Sign: Any material attached to a structure, a pole, or some object such as a rope or wire between structures, poles, or the ground shall be considered a sign and subject to the provisions of this ordinance.

A. Signs may be erected for the following purposes:

- 1) Nameplates and identification signs.
- 2) Reserved.⁴¹
- 3) Institutional signs.
- 4) Development signs.
- 5) Political signs.
- 6) Signs indicating the name and nature of an approved home occupation.
- 7) Contractor signs.
- 8) "Help Wanted" signs.

B. Exempted signs do not count in sign totals and hence do not need a permit.
[Added 3-10-2009 ATM by Art. P-09-25]

Exempted signs:

- 1) Yard sale signs.
- 2) Signs no larger than three (3) feet by five (5) feet with one (1) of the following words:

⁴¹ Editor's note: Property sale and rental signs were removed 3-10-2009 ATM by Art. P-09-21

- a. “Open”
- b. “Closed”
- c. “Welcome”

Only one (1) of these signs may be displayed at the same time to qualify for the exemption. [Added 3-10-2009 ATM by Art. P-09-25]

3) Help Wanted signs [Added 3-10-2009 ATM by Art. P-09-25]

4) Political signs [Added 3-10-2009 ATM by Art. P-09-25]

C. Identification signs for shopping centers and industrial parks. [Added 3-14-2006 ATM by Art. P-15]

1) A shopping center or industrial park may have one common sign containing a registry of all tenants/occupants, provided the following requirements are met:

- a) It is a freestanding sign.
- b) The names of individual tenants/occupants shall appear in letters of uniform style and size.
- c) It shall not exceed 25 feet in height, inclusive of the structure supporting the sign.
- d) The total area of the sign and structure shall not exceed 150 square feet, with the air space below the sign calculated as part of the 150 square feet.
- e) It shall be located within the front buffer and 100% on the property to which it pertains and be constructed so as not to impair site distance or traffic safety.
- f) Illumination of the sign, whether internal or external, shall not create conditions that are dangerous to the comfort, peace, enjoyment, health, or safety of the community or lend to its disturbance or annoyance.

2) Attached signs shall conform to Subsection A above.

D. All freestanding signs are required to have a street address that includes the street name and number and that is a minimum of six inches for signs for commercial/industrial uses in the I1, I2, CI and ICR Districts; a minimum of three inches for commercial uses in the C2 and VC District; and a minimum of three inches for signs for residential uses in all Districts. The address rider (street number and street name) shall be located at the top of the freestanding sign. The space required for the address rider portion of the sign shall not be counted as part of the required sign size [Added 3-13-2012 ATM by Art. P-12-27, Amended March 2015 ATM] [Amended 3-08-22 ATM by Article Z-22-F]

§ 220-58.1. Residential districts. [Amended 3-8-2005 ATM by Art. P-17; Amended 3-8-2016 ATM by Art. Z-16-02]

Permitted signs in the residential districts are subject to the following limitations:

- A. No sign may be larger than three square feet.
- B. Only one sign may be erected per lot or parcel.
- C. Both sides of a freestanding sign may be used.
- D. Signs may be erected to designate the name of a residential subdivision. The size of the sign may not exceed eight square feet [Added 3-8-2016 ATM by Art. Z-16-02]

§ 220-59. Commercial 1 and Industrial Districts.

A. Attached signs. An "attached sign" is defined as a name, identification, description, display, or illustration which is affixed to, or painted, or represented directly or indirectly upon a building. Each business and/or industry shall be allowed up to two signs attached to a building facade, provided that the following restrictions are met: [Amended 3-11-2003 ATM by Art. P-16; 3-11-2008 ATM by Art. P-08-27]

- 1) If both signs are attached to the same building facade, then the total square footage of both signs shall not exceed 10% of the building facade to which they are affixed.
- 2) If the signs are attached to different building facades, then one sign shall not exceed 10% of the facade to which it is affixed, and the other sign shall not exceed 5% of the facade to which it is affixed.
- 3) The building facade is calculated by measuring from roofline to foundation and subtracting out any glass.

B. Freestanding signs.

- 1) A "freestanding sign" is defined as a name, identification, description, display, or illustration which is not attached to a building, but which is an integral part of a structure, standing alone, whose supports are embedded directly in the earth or upon an open, man-made foundation covering the earth and built specifically to accommodate such signage.
- 2) Freestanding signs are not permitted except for shopping centers and industrial parks having two or more businesses or industries.
- 3) The Building Inspector may grant a permit for a single sign for a single business, on a standalone lot, provided the sign is in keeping with the intent expressed in this article and provided its dimensions are the same as those required for an attached single sign of no more than 30 square feet, as stated in Subsection A above. [Amended 3-08-22 ATM by Article Z-22-G]

- 4) The Building Inspector may grant a permit for a single sign for a single business, on a standalone lot, provided the sign is in keeping with the intent expressed in this article and provided its dimensions are no more than 50 square feet, if 20 square feet of that freestanding sign is permanently dedicated as a manual reader board. [Added 3-10-2009 ATM by Art. P-09-24] [Amended 3-08-22 ATM by Article Z-22-G]

C. Identification signs for shopping centers and industrial parks.

- 1) A shopping center or industrial park may have one common sign containing a registry of all tenants/occupants provided the following requirements are met:
 - a) It is a freestanding sign.
 - b) The names of individual tenants/occupants shall appear in letters of a uniform style and size.
 - c) The total area of the sign and structure shall not exceed 150 square feet, with the air space below the sign calculated as part of the 150 square feet.
 - d) It shall be located and constructed so as not to impair traffic safety.
 - e) Illumination of the sign, whether internal or external, shall not create conditions that are dangerous to the comfort, peace, enjoyment, health, or safety of the community or lend to its disturbance or annoyance.
- 2) Attached signs shall conform to Subsection A above.

§ 220-60. Commercial 2 District and Village Center District. [Village added ATM 2015]

Signs for permitted commercial uses within the Commercial 2 & the Village Center Districts shall be no more than 15 square feet. No width dimension shall exceed five feet and height measurement shall exceed seven feet, inclusive of the post or pedestal upon which the sign is mounted. Such signs may include a registry of tenants/occupants whose business takes place within the commercial structure. Such a common sign shall utilize a uniform letter style and size. No more than one sign is permitted per lot.

- A. All signs in a Commercial 2 District shall consist of wood construction only, shall be illuminated with indirect lighting only, and shall be in keeping with the character of Main Street.
- B. The Planning Board, if deemed necessary, shall retain the services of a landscape architect and professional sign maker to assure compliance with Subsection A above at the applicant's expense.
- C. The following signs are not permitted in the C1 District: [Added 3-11-2003 ATM by Art. P-18]

- 1) Attached signs.
- 2) (Reserved)⁴²
- 3) Banners.

§ 220-60.1. Integrated Commercial Residential District. [Moved from ICR District regulations 3-12-2013 ATM by Art. Z-13-15]

- A. Residential use: 1 on-site, three-square-foot sign (attached or freestanding) is permitted. The freestanding sign and supporting structure may not exceed six (6) feet in height.
- B. Commercial/Industrial use (single business): 1 on-site, thirty-square-foot sign (attached or freestanding) is permitted. The freestanding sign and supporting structure may not exceed 10 feet in height.
- C. Commercial/Industrial use (multiple businesses): 1 three-square foot, attached sign per business and 1 freestanding sign per lot are permitted. The freestanding sign and supporting structure may not exceed 25 feet in height or 150 square feet in area.
- D. Combined use: 1 on-site thirty-square foot sign (attached or freestanding) is permitted. The freestanding sign and supporting structure may not exceed 10 feet in height.

§ 220-61. Prohibited signs. [Amended 3-14-2017 ATM by Art. Z-17-06]

- A. The following types of signs are expressly prohibited in all districts unless otherwise provided for in this article:
 - 1) Off-site signs.
 - a) Exemption: One (1) real estate sign may be placed in front of a parcel or unit for sale, lease, or rent without a permit. [Added 3-10-2009 ATM by Art. P-09-22]
 - 2) Animated, moving, flashing, intensely lighted signs and signs that emit audible sound, noise, or visible matter.
- B. No person shall park a vehicle or trailer on a public right-of-way or public property, or on private property so as to be visible from the public right-of-way, which is attached thereto or providing advertisement of products or directing people to a business or activity located on the same or nearby property or any other premises. This subsection is not intended to prohibit any form of vehicular signage, such as a sign attached to a bus or lettered on a motor vehicle.
- C. Banner, pennants, searchlights, twirling signs, A-frame signs, sandwich board signs, sidewalk or curb signs, balloons or other gas-filled figures shall not be used except as

⁴² Editor's note: Subsection C.(2) , Temporary Signs, was repealed 3-9-2004 ATM by Art. P-43.

provided in § 220-62.

- D. Fences or any other wall which is not structurally a part of a building may not be used for a sign except to identify a residence.
- E. It shall be unlawful to affix, attach, or display any advertisement upon any object of nature, utility pole, telephone booth or highway sign.
- F. Digital signs are prohibited. [Added 3-12-2002 ATM by Art. P-40]

§ 220-62. Temporary signs.

- A. Permits may be issued for posters and banners, securely attached to the building, which describe a special sale or promotion. Total area of such signs shall not exceed 30 square feet and the number of occasions shall not exceed eight times per year. "Securely" means attached to the flat portion of the building wall with all four corners secured to the wall. [Amended 3-11-2003 ATM by Art. P-19]
- B. Permit duration; content, size, and fee.
 - 1) Portable or wheeled sign permits may be issued for a period of 30 days. [Amended 3-11-2008 ATM by Art. P-08-28]
 - a) For business locations with 10 or fewer businesses, no more than one (1) thirty-day permit shall be issued at the same time.
 - 1. No single business shall be issued a permit for a temporary sign more than nine (9) times in the same calendar year or for more than three (3) consecutive months. [Amended 3-10-2009 ATM by Art. P-09-20]
 - b) For business locations with eleven (11) or more businesses, no more than four (4) thirty-day permits shall be issued at the same time. [Amended 3-10-2009 ATM by Art. P-09-20]
 - c) No single business shall be issued a permit for a temporary sign more than six (6) times in the same calendar year or for more than three (3) consecutive months.
 - d) No single business shall be issued more than one (1) thirty-day permit at the same time.
 - 2) Temporary signs shall pertain to the business conducted on the premises upon which they are to be located. Temporary signs shall be no larger than 32 square feet. The fee shall be as set forth in the Plaistow Planning Board Fee Schedule.⁴⁵ [Amended 3-11-2008 ATM by Art. 42; 3-13-18 ATM by Art. Z-18-14]

⁴⁵ Editor's Note: The Plaistow Planning Board Fee Schedule is on file in the Town offices.

- C. All signs shall pertain to the business conducted on the premises upon which they are to be located. [Amended 3-11-2008 ATM by Art. P-08-29]
- D. (Reserved) [Amended 3-13-18 ATM by Art. Z-18-11]
- E. Temporary signs may be internally lit; no permanent or temporary external lighting is to be installed to illuminate temporary signage. [Added 3-11-2008 ATM by Art. P-08-30]
- F. If the business owner is not the property owner, then the property owner's written permission is required to issue a thirty-day temporary sign, banner, or poster permit. [Added 3-11-2008 ATM by Art. P-08-30]
- G. If a business is issued two (2) consecutive notices of violation for the display of a temporary sign without a permit, then no temporary sign permit shall be issued to that business for a period of six (6) months. [Added 3-10-2009 ATM by Art. P-09-23]
- H. If a business has been suspended from obtaining a temporary sign permit, and a temporary sign is still displayed then a fine of \$50.00 per sign/per day may be assessed by the Code Enforcement Officer. [Added 3-10-2009 ATM by Art. P-09-23]
- I. Any person carrying a sign that is advertising a business, sale, or promotion shall be considered to be carrying a temporary sign and all provisions of the Temporary Sign Ordinance permitting process shall apply. [Added 3-12-2013 ATM by Art. Z-13-10]
- J. Grand Opening Sign Package Permit [Added 3-12-13 ATM by Art. Z-13-11]
New Plaistow businesses, Plaistow businesses that have undergone major renovations, or Plaistow businesses that have had a change in ownership qualify for the Grand Opening Sign Package Permit. Company-wide celebrations of new branch locations in other locations do not qualify.

Grand Opening Events must commence within ninety (90) days of the issuance of the Certificate of Occupancy for the qualifying business.

A Grand Opening Sign Package Permit includes:

- Up to two (2) banners, securely attached to the building's façade by all four corners;
- Up to three (3) forms of temporary signage, i.e. A-Frame Signs, Wheeled Signs, Wave Runners, Feathers. (All temporary signs must be of the like and type currently allowed and must be affixed or displayed in accordance with all sections of the Sign Ordinance);
- Buntings, securely attached to the building's façade;
- Pennants;
- Inflatables;
- Hot Air Balloons

Other than Hot Air Balloons, any other type of balloon (latex, mylar, etc.) is not permitted with a Grand Opening Sign Package Permit.

All signs permitted under the Grand Opening Sign Package Permit must be located and displayed on the property of the business for which the permit is issued. No off-site signage is allowed.

Any other signage that would not already be allowed under other sections of this Sign Ordinance is also not permitted with a Grand Opening Sign Package.

The cost of the Grand Opening Sign Package Permit is \$100.00.

The duration of the Grand Opening Sign Package Permit is one (1) week.

§ 220-63. Roof signs.

Roof signs are not permitted except for mansard roofs where the sign is attached to a vertical portion.

§ 220-64. Franchise requirements.

Commercial franchise businesses which, by franchise agreement, are required to provide signs incompatible with this chapter must provide copies of franchise contracts or agreements which require the sign as condition of franchise operation. Such signs are subject to the approval of a special exception by the Board of Adjustment.

§ 220-65. Permit required.

- A. All regulated signs require a permit in all districts.
- B. The permit approval is for the sign presented in the application only. Any and all new signs, including replacement signs, require that a new permit be issued. [Added 3-11-2003 ATM by Art. P-20]
- C. All internally lit signs must be UL listed. [Added ATM 2015]