



Town of East Hartford
Department of Permits and Inspections
 740 Main Street, East Hartford, Connecticut 06108
 Tel: (860) 291-7340

NEW PERMANENT AND BUSINESS SIGNS

- 1) Applicant must submit a **Permanent Sign Permit Application** to the Development Department to be reviewed and authorized by the Zoning Enforcement Officer and Town Planner.
 - a. Please consult the Town Planner and/or Zoning Enforcement Officer prior to submitting if you do not know the requirements.
 - b. A Site plan detailing the location of the sign in relation to property lines is required for all new ground mounted signs.
 - c. A Schematic of the sign including dimensions, colors, rendering and illumination methods is required.
 - d. Fee of \$110 is required for all applications.
- 2) Following Sign Permit Approval an **Electrical Permit and/or Building Permit** application is required. A Building and/or electrical permit must include:
 - a. Sign Schematics including the sign dimensions, colors, rendering, and illumination methods.
 - b. Plans of sign including method of fastening and/or footings and anchorage. Pole signs and ground signs require a Connecticut Registered Architect's or Engineers seal.
 - c. Must comply with State Building Code (article 29) and Zoning Sign Regulations.
 - d. See [Fee Schedule](#) for current fees. Major credit cards and e-checks are accepted online. Checks are also accepted and must be made payable Town of East Hartford.

General Zoning Requirements for Business or Industrial Zone Signs (additional information available online, see [Zoning Regulations Section 7.1](#):

- a. No business is to have a total of more than two (2) signs, with the exception of a directory sign and a sign stating the hours the store is open for business, not to exceed one (1) square foot.
- b. The aggregate of the signs associated with any business exceed two hundred (200) square feet. If the use of the premises does not include a main building, the total area of signs may not exceed thirty-two (32) square feet.

Wall Signage	Maximum Sign Area	Maximum Number	Type of Permit
Business Wall Signage – 1 SF per lineal foot of façade of the principal building which the business occupies.	1 SF / Linear Foot of Façade	Subject to number limit and aggregate area limit above.	Sign Review / Sign Permit
Projecting / Overhanging Signage – Shall not project beyond a property line or over a public right of way with minimum clearance of 10 feet from ground level.	24 SF	Subject to number limit and aggregate area limit above.	Sign Review / Sign Permit
Window Signage – Temporary or permanent signs displayed from the interior of building windows (are not calculated in the allotment for exterior advertising signage).	Shall not cover more than 25% of the interior window space.	-	None required.
Ground Signage	Maximum Sign Area	Maximum Number	Type of Permit
Ground Signage – Set back a minimum of 10 feet from the property line and not to exceed 15 feet in height	32 SF	Subject to number limit and aggregate area limit above	Sign Review / Sign Permit