

Office of Building Department

Town of Southington, Connecticut

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SIGN INSTALLATION POLICY

Please reference each department for specific permit application requirements and allow for sufficient time to review prior to any sign purchase to verify compliance with sign installation location.

Zoning Department:

1. All new signs, sign replacements and "refacing" require a Zoning Permit at a minimum and must comply with the zoning regulations. The Zoning Permit can be applied for prior to, or at the same time, as a Building Permit from the Building Department.
2. There is now a regulation that encourages aesthetic improvements for some existing signs by way of allowing for height and/or size increases. Please see the Planning and Zoning Department for more information.

Building Department:


1. All signs, sign replacements and "refacing", including illuminated or non-illuminated signs, shall require a Building Permit.
 - a. Free Standing/Building Mounted Signs - Submit two complete construction drawings showing all structural details and foundation plans or mounting details as applicable (Engineering if required)
 - b. Roof Mounted Signs (REFACE ONLY - PER ZONING REGULATION)- Engineered stamped designs may be required.
 - c. Workers Compensation Binder or signed State of CT Waiver.
2. Any sign installation that involves full electrical wiring from the sign terminal to an electrical panel shall require an E-1 License at time of permit application.
3. All signs capable of being connected to existing electrical terminals must have at least a C-7 License submitted with the permit either by the party filing the permit application or

with a letterhead of the company carrying the C-7 License authorizing the party to file the permit application. A C-8 (restricted) License carrier can be onsite during the installation and connection to the existing electrical feed but must be from the company carrying the C-7 License who filed the permit originally.

4. The permittee MUST inform the Building Department of the installation date and time PRIOR TO permit issuance.
5. The onsite installer MUST have the appropriate License and have it available at the jobsite at all times.
6. The sign location is subject to periodic inspections during the installation to verify that this policy is met. Should any violations to this policy be found, a STOP WORK ORDER may be issued by the inspector. No work will resume until the appropriate resolution is made subject to approval by the Southington Building Department. In the event the sign is related to new construction, a Certificate of Occupancy or Temporary of the same may also be withheld until resolution.
7. The Certificate of Completeness must be signed off on by the License holder installing the sign to verify that the sign was installed correctly in accordance with this policy PRIOR TO FINAL ISSUANCE.
8. Should any violation not be remedied in accordance with the above, the Town may pursue further legal action/fines with the Town Attorney.



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Jeffrey C. Pooler
Chief Building Official

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