



DEPARTMENTS OF INSPECTIONAL SERVICES & PLANNING

41 SOUTH MAIN STREET ♦ RANDOLPH, MASSACHUSETTS 02368
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SIGN PERMIT PROCESS

All exterior signs and advertising devices are ***required*** to have a Town of Randolph Sign Permit prior to installation.

Any alteration to an existing sign/advertising device must be approved prior to installation.

Before any sign application can be reviewed, the following material must be submitted with the application:

- * *Scaled Drawing of Sign (including dimensions)*
- * *Color Scheme (RGB specifications or samples may be required)*
- * *Method of Lighting (if applicable)*
- * *Building Frontage (width of building on public way)*
- * *Photograph/ rendering of Building with **current** conditions*
- * *Photograph/ rendering of Building with **proposed** signage*

The Building Inspector or Planning Department may require additional pertinent information to ensure compliance with the Town of Randolph Sign Ordinance, Site Plan & Design Review and any other applicable laws.

FEES

\$4.00/sq foot ***PER SIDE*** for each sign

ELECTRICAL PERMITS

A licensed electrician must install any sign with ancillary lighting and sign boxes must be UL listed.

An Electrical Permit must be obtained from the Town of Randolph Electrical Department and be submitted with the sign application before a sign permit will be issued.

PROHIBITED ITEMS

Flags, banners, pennants, streamers, ribbons, spinners or other moving devices ***are not permitted***.

Portable signs/sandwich boards ***are not permitted*** at any time.

Temporary banners for grand openings, charitable purposes, religious or educational events may be granted by the Building Commissioner upon review of **WRITTEN** application.

No illuminated signs (including window signs) may flash, move or be otherwise animated.

ZONING BYLAWS

Full text for the bylaws governing signs and advertising devices may be found in Town of Randolph Zoning Bylaws sections 200-47 through 56