

## WHAT IS REQUIRED FOR A SIGN PERMIT

1. UCC permit application which consists of the jacket, small construction permit and electrical permit (if needed) filled out completely
2. Need a picture of the sign super imposed on a picture of the building showing the size of the sign.
3. If a contractor is doing the work, they must fill out the permit application and include a copy of their home improvement contractor's license from the state. If they do not have a license with the State of New Jersey, they must register with the City of Garfield as a contractor and show proof of insurance. Otherwise, the homeowner will put "homeowner" where it says contractor and sign the inside of the permit jacket.