Borough of Fort Lee

Sign Application

Fees: $150.00 for each sign
$500.00 escrow for a single sign
$750.00 escrow for a double sign

Date Received: _____________________
Application #: _____________________
Fees Received: $ _____________________
Rev. #1: ________  Rev. #2: ________
Date Issued: _____________________

Property Owner Name: _____________________
Location of Property: _____________________
Name of Business: _____________________
Owner’s Name: _____________________
Telephone #: _____________________  Email: _____________________
Contractor: _____________________
Address: _____________________
Telephone #: _____________________  Email: _____________________

Type of Sign:
Channel: ________  Wall Sign: ________  Canopy: ________  Ground Sign: ________
Raceway: ________  Awning: ________  Other: _____________________

Location on the Building: _____________________
Will the Sign be illuminated?  Yes: ________  No: ________
If Yes: Internally? ________  Externally? ________
Total square footage of the sign? ________
Size of Letters/Logos: ________  # of Signs: ________
Description of work: _____________________

(Include renderings and photos of all sides of the building and abutting store fronts)

Contractor Signature: _____________________  Date: _____________________
Landlord Signature: _____________________  Date: _____________________
Sign Committee Signature: _____________________  Date: _____________________
Construction Code Official Signature: _____________________  Date: _____________________
Remarks: _____________________

Final Inspection Signature: _____________________  Date: _____________________

Date of Returned Escrow: ________  Amount Returned: $ ________  Initials: ________

Please see Page 2 for additional information
Borough of Fort Lee

Sign Application Checklist:

✔ Must be submitted in a PDF format on a compact disk or thumb drive

✔ May also be submitted electronically to l-waxman@fortlecnj.org

✔ Maximum sizes:
  Capital Letters – 10”
  Lower Case Letters – 8”
  Logo - 12”

✔ Submission must include renderings and photos of all sides of the building and abutting store fronts

✔ Property owner information must be completely filled out

✔ Description of the work must be clear and concise

Should you have any questions, please contact us at:

Borough of Fort Lee Building Department
1365 Inwood Terrace
Fort Lee, NJ 07024

Telephone: 201-592-3500 x1503
Fax: 201-585-1563
Email: l-waxman@fortlecnj.org

Hours of Operation: Monday – Friday 8:30 AM to 4:00 PM