



SIGN PERMIT SUBMISSION REQUIREMENTS

(Last Updated: August 3, 2026)

All proposed signage requires a permit from the City of Boston's Inspectional Services Department ("ISD"), which is responsible for determining compliance with all applicable building and zoning codes. The zoning requirements for signage can be found in Article 11 of the Boston Zoning Code. Depending on the proposal, additional reviews may be necessary. Please apply for all signs for your establishment on one permit.

Permit applications for signage shall be submitted online via [ISD's permit portal](#).

- For assistance with the portal, questions on sign permit requirements, or to check the status of an open application, please contact isdprreview@boston.gov.

The following items shall be submitted in PDF format with each sign permit application:

- Dimensioned Drawings: Such drawings should show the locations and specifications of all proposed signs (*including existing signs proposed to remain*). Photos or other documentation similar to a drawn plan are acceptable, provided that such photos are labeled with dimensions or that plans are drawn to scale, and that all required information is included and accurate. **See Requirements Table on page 2.*
- Administrative Documents: To receive a building permit, applicants must provide ISD with some or all of the following information or documents. Please contact ISD to confirm which documents may be required:

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| ☐ Full Description of Work | ☐ Homeowner Waiver |
| ☐ Estimated Total Cost | ☐ Mattocks-Higgins Affidavit |
| ☐ Identification and Trade Licenses | ☐ Workers Compensation Affidavit |
| ☐ A Copy of Contractor Agreement | ☐ Construction Safety Affidavit |



Accepted Drawings:

- ☐ Site Plan / Location Map
- ☐ Building Elevations (*front and side, where appropriate*)
- ☐ Sign Details and Specifications

General Information to Include:

- ☐ Location of signs on the property
- ☐ Illumination specifications and proof of dimmability
- ☐ Mounting specifications and fastening details (***stamped by MA Certified engineer***)
- ☐ Indicate whether the sign is new, refaced, or if existing signs are to remain
- ☐ Sign Frontage, if applicable (Window Signs and Free-Standing Signs excluded)

Dimensions to Include:

- ☐ Height
- ☐ Width
- ☐ Thickness
- ☐ Projection (from building/canopy)

Sign Area:

- ☐ Sign Area per Individual Sign
- ☐ Sign Area per Sign Type
- ☐ Total Combined Sign Area

(NOTE: include area of existing signs to remain)

Sign Type-Specific Details to Include:

See Article 11 of the Zoning Code for sign type definitions

Wall Signs

- ☐ Placement Height

Canopy Signs

- ☐ Clearance Height
- ☐ Placement Height

Projecting Signs

- ☐ Property Lines
- ☐ Sidewalk Width (*when signs project thereover*)
- ☐ Clearance Height
- ☐ Placement Height

Awning Signs

- ☐ Awning area (*per awning*)

Free-Standing Signs

- ☐ Property Lines
- ☐ Setbacks (*from nearest property line, drive aisle, and building*)

Window Signs

- ☐ Window area (*total combined glazed area of each story*)

Notes

1. Measurement Standards for requirements are specified in Section 11-8 of the Zoning Code.
2. Section 11-3 of the Zoning Code establishes signs that do not require a permit