

Applying for a Sign or Awning License

Pursuant to City Ordinance 12-14, you must obtain a License to install any sign or awning over a public way in Somerville. Generally, a license is required for any sign or awning, even one mounted flush against the side of a building, if that sign or awning would land on a public sidewalk if it were to fall straight down.

TERM:

- Once issued, the license is valid until amended or revoked by the City, or until the licensed sign or awning is altered, replaced or removed.

APPLICATION CONDITIONS:

- You must apply online.
- The application must be filled out on behalf of, and signed by, the future owner of the sign or awning, not the installer. All bonds or insurance policies required must be purchased by the owner, not the installer.
- The sign or awning must be suitable pursuant to the building code and the zoning code.
- If the sign or awning is located in a historic district, the sign or awning must be suitable pursuant to the Historic Preservation Commission.
- A City and County Licenses and Permits Bond in the amount of \$5,000, or a Certificate of Insurance showing the City of Somerville as an Additional Insured on your business liability insurance.
- You must have paid all taxes, fees or fines owed to the City of Somerville.
- The license is not transferrable.

FEE:

- \$50.00 nonrefundable application fee.
- \$275.00 license fee, paid after the application is approved.

ADDITIONAL DOCUMENTS REQUIRED:

The City requires that you upload the following documents as part of your application. The City will not process your application until these documents are included:

- A Workers' Compensation Insurance Affidavit for the sign owner (download the form when you apply).
- A scale drawing and rendering of the sign or awning.
- A City and County Licenses and Permits Bond in the amount of \$5,000, or a Certificate of Insurance showing the City of Somerville as an Additional Insured on the sign owner's business liability insurance.

HOW TO APPLY:

Go to <http://www.somervillema.gov/citizenserve>.

- Click the **citizenserve** logo.
- Click "My Account."
- Log in, or, if this is your first online application, click "REGISTER NOW" to create an account.
- Scroll down and click "APPLY FOR A LICENSE."
- At Application Type, select "Business License."
- At Sub Type, select "Sign And Awning."
- Enter your Business Name.
- At "Is this application for a new or existing business location?":
 - Select "A new business location" if this is your first application in CitizenServe.
 - Enter the Somerville address of your proposed business, and click "FIND ADDRESS."
 - If CitizenServe doesn't identify your address, select "USE THIS ADDRESS."
 - OR
 - Select "An additional license for an existing business" if your business is licensed in CitizenServe.
 - At "License #" select a license you've received before.
- Answer the remaining questions.
- At Contacts, select a contact you've already entered, or, if you want the license mailed to a different address, select "Enter a new contact" and enter the mailing name and address.
- Upload the required documents, Accept all terms and conditions, Submit the form, and Pay the required fee.

QUESTIONS?

- If you have questions, contact the City Clerk at cityclerk@somervillema.gov.