

AWNING PERMIT REGULATIONS AND REQUIREMENTS

FEE: Payable to the City of Northampton

Overhang awning - \$100

Awning attached to sidewalk - \$1,000

RULES AND RESTRICTIONS:

- This permit takes a **minimum of one week** for approval from both Building Department and D.P.W. Director.
- At least four (4) feet of sidewalk **must** be maintained at all times and shall not disturb pedestrian flow.
- Applicants must agree to make all arrangements satisfactory to the Northampton Police Dept. to place any and all barricades , ropes, signs, and lights necessary to protect pedestrians, drivers, and persons from accident or harm.

DURING INSTALLATION:

- Any parking meter spaces that will be blocked during installation will require parking meter bags. These should be purchased from the Parking Clerk for the duration of the installation.
- If a section of the street/and whole width of sidewalk will be blocked for equipment to do the awning installation a Blocking Street/Sidewalk Permit will be required. If the installation allows four feet of sidewalk and safe pedestrian flow then Blocking permit will not be required.

REQUIRED INFORMATION:

- ✓ Name, address, phone number of person/company requesting this permit.
 - ✓ Name, address, phone number of the person/company installing awning.
 - ✓ Location of the Awning.
 - ✓ Pictures of Street view of Building / Structure working on.
 - ✓ Sketch of Awnings dimensions, overhang, height from ground, length, width.
 - ✓ Any lettering that will be on Awning.
 - ✓ Is this Awning stationary or retractable?
 - ✓ Name of store or structure where the Awning will be placed.
 - ✓ List all equipment used to install Awning.
- ✓ Date and time of installation.