



FY 2026
PORTABLE SIGN PERMIT

Town of Sudbury
Building Department
275 Old Lancaster Road
Sudbury, MA 01776

978-440-5461
building@sudbury.ma.us

Fee \$250/year

Application Date _____

Expiration Date June 30, 2026

Business Name _____ Phone# _____

Address _____ E-Mail _____

Applicant /Property or Business Owner _____

Do you have permission from the property owner to place the sign on property? Yes No

Regulations governing the use of portable signs in accordance with Section 3259A of the Zoning Bylaws of the Town of Sudbury

Only one portable sign allowed per business (photo attached):

- a) The sign does not exceed six (6) sq. ft. per side and is no more than thirty (30) inches wide (max. 2 sides)
- b) The top of any portable sign must be less than four (4) feet above grade
- c) All lettering shall be done in a professional workmanlike manner (photo attached)
- d) Portable signs shall not be permitted on properties containing a single business which has a freestanding sign.
- e) For properties containing multiple businesses, no more than two (2) portable signs shall be displayed at a time on any lot.
- f) **Portable signs may only be displayed during the hours that the business is open or operating, but shall be removed at sunset.**
- g) Portable signs shall not be illuminated, have flashing lights, emit sound or simulate motion, nor have any attachments adding to their height or width.
- h) Portable signs must not create a potential hazard to vehicular or pedestrian traffic.
- i) Signs which do not comply with any provision of this bylaw may be removed immediately and without notice by the Town.
- j) A permit for a Portable Sign shall be issued at the discretion of the Building Inspector for a period not to exceed one year and at a fee of \$250 annually.
- k) This permit expires June 30, 2026.

I certify that I have read the Town of Sudbury's regulations governing the use of portable signs and that placement and use of this sign will not violate those regulations.

I further understand that all signs, which do not conform to the applicable regulations may be subject to removal without notification by the town and the assessment of appropriate fines (up to \$300/day) in accordance with the Zoning Bylaw, Section 1340.

Signature of Business Owner

Date