

**Design Review Board (staffed by the Planning and Development Department)**  
c/o Planning and Development Department, 3<sup>rd</sup> floor, Beverly City Hall, 191 Cabot Street,  
Beverly, MA 01915  
Phone: 978-605-2346  
Website: <https://ma-beverly.civicplus.com/288/Design-Review-Board-DRB>

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## **SIGNAGE (EXTERIOR BUILDING AND WINDOW) PERMITS**

Before the Municipal Inspections/Building Department ultimately issues a signage permit the City's Design Review Board (DRB) must review proposed plans for signage and provide their recommendation for approval. The Design Review Board's recommendations are guided by the City's Signage Ordinance, the Downtown Revitalization Plan and the Waterfront Revitalization Phase II Report (pp. 4,5, and 6) as issued by the Beverly Harbor Management Authority. The [Signage Ordinance](#) does describe types of signs that *do not require Design Review Board approval (See Section 300-68)*. **\*\*However, it is recommended that you contact the Planning and Development Department to discuss the design of the signage you are proposing so they can confirm whether or not you will need to come before the DRB.\*\***

In addition to advising applicants as to the necessary steps that need to be taken in order for the design to comply with the provisions of the Signage Ordinance and other relevant regulations, the members of the DRB may also offer design suggestions.

If the DRB has recommended approval of your proposed signage and you would like to reach out to the Municipal Inspections/Building Department they may be contact by telephone at 978-921-6025 or you may visit their website at <https://www.beverlyma.gov/214/Municipal-Inspections-Building-Departmen>

**The DRB's [website](#) is a critical resources as it includes their meeting schedule, deadlines by which applications must be submitted, and forms, along with other information about the DRB and design guidelines.**

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It should be noted that the Design Review Board has additional responsibilities not exclusively related to signage. It reviews projects for which building permits are sought and all proposals before the City Council, Board of Appeals, or Planning Board when such permits or proposals concern projects involving new construction or additions amounting to a twenty-five-percent or greater expansion of existing structures as set forth in Chapter **300**, Zoning, of the City Code in the Central Business (CC), Neighborhood Commercial (CN), General Commercial (CG), Restricted Industrial (IR), General Industrial (IG), and Waterfront District (WD) zones. Additionally, the Design Review Board will review all projects which involve Industrial Development Finance Authority loans, and those projects involving special permits and zoning variances in the CC, CN, CG, IR, IG, and WD Zones at the request of the Director of Municipal Inspections, Director of Planning and Development, Planning Board, Councilors, or Mayor. The Design Review Board shall review any new construction or rehabilitation projects as described in Chapter **300**, Zoning, in any commercial, industrial, or WD zoning district.