

SIGN PERMIT APPLICATION
Town of Greenport Building Department
 600 Town Hall Drive, Hudson, New York 12534
 Phone and Fax No: 518-822-8420
 Email: bi@townofgreenport.com

Date: _____ Permit No: _____

Applicants Sign ID: _____ Tax Map No: _____

Address/Location of Sign: _____

Name of Business: _____ Phone No: _____

Property Owner: _____ Phone No: _____

Name of Applicant: _____ Phone No: _____

Address: _____

Email: _____

Sign Installer: _____ Phone No: _____

Address: _____

Email: _____

PROPOSED SIGN DESCRIPTION

1. New Structure Face Change Addition to Existing Sign Relocation of Existing Sign
2. Pylon Monument Free Standing–Ground Sign Roof Sign
 Wall Sign: Extension from Building (Projecting Sign) or Flush Mounted
 Going Out of Business Sign
3. **Electrical Sign:** Yes No (If yes) Internally Illuminated or External Spotlight Illumination
 Connecting to Existing Electric Installing New Electric or Terminating Existing Electric
4. **Number of Faces/Panels:** _____
Dimensions: Length: _____ Height: _____ Square Footage: _____
 Length: _____ Height: _____ Square Footage: _____
5. **Print/Words on Sign:** _____
6. **What is the distance from the nearest street, road or highway?** _____ Ft. _____ Inches
7. **What is the distance from the nearest property line?** _____ Ft. _____ Inches
8. **How many existing signs are on this property?** _____ (If any, indicate each on plot plan)
9. **Was this sign approved in a Site Plan Review?** Yes No
10. **Was a variance issued for this sign?** Yes No

Signature of Applicant:

APPLICATION REVIEW

Approval Disapproval Date: _____

Comments: _____

Code Enforcement Officer

Flat Fee + Cost Per Face \$ _____
 Square Footage Fee \$ _____
 Certificate of Compliance Fee \$ _____
Total Application Fee \$ _____

INSTRUCTIONS

Please READ THE ENTIRE PAGE before submitting your application. You will need a separate application for each proposed sign. Fill in the applications completely and legibly. "See Attached" will not be accepted. Photos of documents, illegible or incomplete documents will not be accepted. Scans must be good quality. All applications must be dated.

NO SIGNS ARE TO BE INSTALLED until you have received an approval letter. Any installations prior to approval are subject to additional fees.

Payment must be submitted with application. We accept cash, check and credit card. Checks can be made payable to the *Town of Greenport*. Credit cards are subject to a fee.

REQUIREMENTS

- A plan consisting of a color picture of the proposed sign(s), stating dimensions, a description of how the sign(s) will be installed and materials to be used.
- Plot plan showing location of proposed sign(s) in regard to existing structures, property boundaries and location on building if applicable. This should also include the location of any existing ground signs on the property.
- The *Permit Number* will be issued by the Building Dept. The *Applicants Sign ID* is for applicants that are submitting multiple applications at once. Each sign should be identified on the plans with a letter or number and correspond with the letter or number on the application.
- Owner Authorization letter/form from the owner of building **and** owner of business or tenant.
- Certificate of NYS Disability Insurance, Certificate of Workers Compensation and Certificate of Liability Insurance, **or** an Affidavit of Exemption if applicable. There are specific form numbers that apply and each form should list the Town of Greenport as a Certificate Holder.
- A statement signed by the installer that the proposed sign is structurally sound, will be installed according to the approved plans, and will withstand wind loads as prescribed by the New York State Uniform Fire Prevention and Building Code.
- Any additional information required by the Code Enforcement Officer.
- If illuminated, a final electrical inspection certificate from our list of third-party electrical inspectors is required. If you are not using electric for a sign, but there is pre-existing electric you must show in plans how you will terminate the electric and provide pictures of those wires upon completion.
- After the installation of the sign, the applicant shall submit one or more clear photographs within 10 days of installation, which show the sign(s) in reasonable detail as completely installed. Emailed pictures are preferred.

CLOSING PERMIT

Upon receipt of picture(s) of the installed sign(s) and the electrical inspection report, if applicable, a Certificate of Compliance is issued. If a Certificate of Compliance is not issued the sign permit will remain open and become a violation upon expiration. A sign permit approval is valid for one year.

Sign Permit Structurally Sound Sign Off Statement

Date: _____

Business: _____

Address: _____

Tax Map #: _____

Sign Permit No: _____

This letter confirms that the proposed sign(s) for _____, at the above stated location, will conform to all New York State and Local Codes, and will meet Town of Greenport Wind Load requirements of 120 mph. The sign(s) will be structurally sound.

Signature

Title of Signer