CITY OF GLEN COVE
Building Department

SIGN PERMIT APPLICATION

The purpose of chapter 228 is to promote and protect the public health, welfare and safety by regulating existing and proposed outdoor advertising, and outdoor signs of all types. It is intended to protect property values, create a more attractive economic and business climate, enhance and protect the physical appearance of the community and provide a more enjoyable and pleasing community. It is further intended hereby to reduce the sin or advertising distractions and obstructions that may contribute to traffic accidents, reduce hazards that may be caused by signs overhanging or projecting over public right-of-ways and curb the deterioration of the community environment.

The provisions of Chapter 228 shall govern the construction, alteration, repair and maintenance of all signs and outdoor display structures together with their appurtenant and auxiliary devices in respect to appearance, structural and fire safety. The goal of the Building Department is to insure the safety, welfare and quality of life of the residents of our city.

Our staff is ready to assist you and if you have any questions regarding the application procedure, please call 516-676-4448 during normal business hours.

REQUIREMENTS

1. Letter / Permission from Owner of the Premises
2. Color Building Elevation sketch (Picture) showing sign in proposed context.
3. Size + Dimensions of Letters, Logos, Sign
4. Colors proposed for all components of the sign
5. Sign Material called out on drawing; Construction method (means of attachment) clearly outlined
6. Survey showing location of ground sign
7. FEE - **$50.00** (REPLACING EXISTING – SAME SIZE)
   FEE - **$3 / Sq. Foot** (NEW SIGN)
8. UL Certificate - Only if Sign is Electrical or has Electrical Components

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APPLICANT INFORMATION:

Name: _____

Company / Business: _____

Street Address: _____

Phone: _____

SIGN INFORMATION:

Location of Sign: ☐ GROUND ☐ WALL ☐ WINDOW ☐ OTHER _____

Property Address (where sign will be erected): _____

Wording on Sign: _____

Sworn to me this _____ day of

_____ , 20_____

_____
Notary Public

I hereby consent to the erection of the above + attached sign on my property:

_____
Property Owner

_____
Signature

PLANNING BOARD	APPROVED	_____	DATE	_____
BUILDING DEPARTMENT	APPROVED	_____	DATE	_____
SIGN REVIEW COMMITTEE	APPROVED	_____	DATE	_____
PERMIT NUMBER:			DATE	