



## INCORPORATED VILLAGE OF PORT JEFFERSON

### Building & Planning Department

88 North Country Road, Port Jefferson, NY 11777

Ph (631) 473-4744

Fax (631) 473-2049

www.portjeff.com

### ***SIGN/AWNING PERMIT APPLICATION***

*Applications will not be processed if all required information is not submitted*

#### **APPLICATION SUBMISSION CHECK LIST:**

- \_\_\_\_\_ Certificate of Occupancy for building structure
- \_\_\_\_\_ Property Owner proof of ownership
- \_\_\_\_\_ NYS Workers Compensation Certificate naming the Inc. Village of Port Jefferson as "Certificate Holder" and "Additional Insured"
- \_\_\_\_\_ General Liability Certificate of Insurance naming the Inc. Village of Port Jefferson as "Certificate Holder" and "Additional Insured"
- \_\_\_\_\_ Business owner's Business Registration Certificate
- \_\_\_\_\_ Operating License (if required - see § 85 of Village Code)

#### **SIGN DETAILS:**

- \_\_\_\_\_ Scaled color drawing showing all dimensions including height (of top of sign above grade as well as clearances.)
- \_\_\_\_\_ Color chips
- \_\_\_\_\_ Construction & fastening details
- \_\_\_\_\_ Embellishments
- \_\_\_\_\_ Lighting details
- \_\_\_\_\_ Photographs of proposed location of sign
- \_\_\_\_\_ Variances (if any)

#### **ALL SIGNS MUST CONFORM TO THE FOLLOWING:**

- \_\_\_\_\_ Signs must be in scale with and relate to the architecture of building to which it is affixed. A sign may not cover any architectural details, such as arches, transom windows, moldings, columns, capitals, sills, cornices and the like.
- \_\_\_\_\_ Signs may consist of wood, sign foam, aluminum, metal, concrete, stone or canvas stretched over a wood or metal frame.
- \_\_\_\_\_ All other materials are prohibited.
- \_\_\_\_\_ Signs must maintain a dimensional appearance. Dimension may be created by, but not limited to carving, sandblasting, embellishing or layering of materials, painting or through the employment of a combination of techniques.
- \_\_\_\_\_ It is the purpose of this standard to eliminate flat or one-dimensional signage and encourage greater visual interest. Marquee, window and awning signs are exempt from this requirement.
- \_\_\_\_\_ Layout should be orderly and graphics concise.
- \_\_\_\_\_ Groups of related signs should express uniformity and create a sense of harmonious appearance.

**INCORPORATED VILLAGE OF PORT JEFFERSON****Building & Planning Department**

88 North Country Road, Port Jefferson, NY 11777

Ph (631) 473-4744

Fax (631) 473-2049

www.portjeff.com

***SIGN/AWNING PERMIT APPLICATION****Applications will not be processed if all required information is not submitted***FOR OFFICE USE ONLY:**

SIGN/AWNING #	RECEIVED DATE	APPROVED DATE	FEES \$4 Sq. Ft.	CONDITIONS

**INDICATE TYPE OF APPLICATION:****SIGN**      Sign, Free Standing      Sign, Wall      Sign, Window**AWNING**      \_\_\_\_\_**OTHER**      Please describe \_\_\_\_\_Please refer to PJ Village Code 250-31, available online at [www.portjeff.com](http://www.portjeff.com)**APPLICANT INFORMATION**

PROPERTY/BUSINESS LOCATION: \_\_\_\_\_ Date: \_\_\_\_\_

TAX MAP NO. Section, Block &amp; Lot (s): \_\_\_\_\_

PROPERTY OWNER NAME/ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

APPLICANT/BUSINESS OWNER NAME/ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CONTACT PERSON NAME/ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_ PERMITTED USE (CO READS): \_\_\_\_\_

REQUESTED USE (BUSINESS TYPE): \_\_\_\_\_

***SIGN/AWNING PERMIT APPLICATION***

*Applications will not be processed if all required information is not submitted*

**SIGN VENDOR INFORMATION:**

*THE SIGN VENDOR MUST SUBMIT A NYS WORKERS COMPENSATION CERTIFICATE & A GENERAL LIABILITY INSURANCE CERTIFICATE NAMING THE INCORPORATED VILLAGE OF PORT JEFFERSON AS ADDITIONAL INSURED AND CERTIFICATE HOLDER.*

NAME OF SIGN VENDOR COMPANY: \_\_\_\_\_

NAME OF CONTACT: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**PERMIT INFORMATION:**

A. Sign(s)/awning(s) to read: \_\_\_\_\_

B. Materials: \_\_\_\_\_

C. Dimension created by: [see #3 of pg. 1] \_\_\_\_\_

D. Colors: \_\_\_\_\_

E. Will new sign be illuminated? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, describe number of lights, type, placement, wattage and shielding mechanism.

---

1. Primary Wall Signs: Width: \_\_\_\_\_ Height: \_\_\_\_\_ Feet: \_\_\_\_\_ Area: \_\_\_\_\_ sq. ft.

a. Wall Signs/Awnings, width of storefront or building wall: \_\_\_\_\_ ft. \_\_\_\_\_ in.

b. Window Signs, area of window: \_\_\_\_\_ sq. ft.

c. Roof Signs:

i. Height of top of proposed sign above natural grade: \_\_\_\_\_

ii. Vertical midpoint of sign: \_\_\_\_\_

iii. Vertical midpoint of roof: \_\_\_\_\_

d. Soffit Signs:

i. Location of sign on building: \_\_\_\_\_

2. Freestanding Signs/Pole Signs:

a. Setback of building from property line: \_\_\_\_\_

b. Width of property: \_\_\_\_\_

c. Setback of sign from building \_\_\_\_\_

d. Height of sign above natural grade: \_\_\_\_\_

e. Sign Dimensions: Width: \_\_\_\_\_ Height: \_\_\_\_\_ Feet: \_\_\_\_\_ Area: \_\_\_\_\_ sq. ft.

***SIGN/AWNING PERMIT APPLICATION***

*Applications will not be processed if all required information is not submitted*

3. Awning/Canopy Signs:

- a. Location of awning/canopy on building: \_\_\_\_\_
- b. Clearance of awning/canopy above grade: \_\_\_\_\_
- c. Location of lettering on awning: \_\_\_\_\_
- d. Dimension of lettering on awning: \_\_\_\_\_
- e. Awning material: \_\_\_\_\_

4. Blade Signs:

- a. Proposed projection from building: \_\_\_\_\_
- b. Proposed distance of sign (excluding arm) from building: \_\_\_\_\_
- c. Area: \_\_\_\_\_
- d. Proposed location of sign on building: \_\_\_\_\_
- e. Vertical clearance of lowest part of sign grade: \_\_\_\_\_

5. Sandwich Board Signs & Portable Signs:

- a. Proposed location of sign on survey: \_\_\_\_\_
- b. Dimensions: Width: \_\_\_\_\_ Height: \_\_\_\_\_ Feet: \_\_\_\_\_ Area: \_\_\_\_\_ sq. ft.

6. OTHER: Marquee Sign: (see §250-32), Window Sign exceeding code §250-32f(1) (vi)

*The applicant does hereby authorize employees or agents of the Incorporated Village of Port Jefferson, in conjunction with this application to inspect the project site as necessary.*

I hereby depose and state all the above statements and information are true. \_\_\_\_\_

**OWNER: THIS SECTION MUST BE SWORN TO BY THE OWNER OF THE PROPERTY**

Be advised that I am the owner of record of the property referenced herein and hereby consent to this application.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

*I understand that false statements made herein are punishable as a Class A misdemeanor pursuant to §210.45 of the New York State Penal Law. \_\_\_\_\_ Read and acknowledged*