



**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) - \$50 Min if below 17SF
8. UL Certificate - Only if Sign is Electrical or has Electrical Components

**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\_\_\_\_

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

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Signature

PLANNING BOARD                      **APPROVED**                      \_\_\_\_\_                      **DATE**                      \_\_\_\_\_

BUILDING DEPARTMENT                      **APPROVED**                      \_\_\_\_\_                      **DATE**                      \_\_\_\_\_

SIGN REVIEW COMMITTEE                      **APPROVED**                      \_\_\_\_\_                      **DATE**                      \_\_\_\_\_

**PERMIT NUMBER:**

**DATE**