



TOWN of GREENBURGH

DEPARTMENT OF BUILDINGS

177 HILLSIDE AVENUE, WHITE PLAINS, NY 10607

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Sign Permit Application

FOR OFFICE USE ONLY

Receipt # _____ Check # _____ PERMIT _____
Application Received By : _____ Reviewed By: _____ Approved : _____

REQUIREMENTS FOR SUBMISSION

1. Complete original sign permit application
2. Two (2) sets of sign plans/drawings detailing entire sign (written and graphic) with dimensions of all signage:
 - Wall/Canopy/Awning/Projection/Banner Sign:** -Elevation of building face illustrating affixed sign with heights and dimensions of space frontage and sign.
 - Yard/Pylon Sign:** -Show detailed elevation of sign and location of sign on survey or plot plan with distance to property lines. **Signs must display street number on top of sign visible from street**
 - Window Sign:** size of window and size of sign in both feet and percent of coverage
3. Before activation of illuminated signage a certificate of compliance must be issued by the NYEIS or SWIS
4. Sign Company's Certificate of Insurance naming the Town of Greenburgh as additionally insured., New York State Workers Compensation and disability insurance
5. Fee – Check Made payable to the 'Town of Greenburgh' for:
 - \$50 for Grand Opening Banner; \$100 Temporary Banner; \$200 per sign for all other signs

SUBJECT PROPERTY INFORMATION

Street Address _____ City _____ Zip _____

Parcel ID: _____ Town Tax Account # _____

Property Size: _____ Sq. Ft. Store Frontage: _____ Ft.. Zone: _____

OWNER/LESSEE INFORMATION

Owner _____ Phone # _____

Address _____ City _____ State _____ Zip _____

Signature: _____ Date: _____

Lessee _____ Phone # _____

Address _____ City _____ State _____ Zip _____

SIGN CONTRACTOR INFORMATION

Sign Contractor's Name: _____ Telephone: _____

Address: _____ City _____ State _____ Zip _____

I hereby agree to perform all work in accordance with the plans submitted in support of this application and further agree to submit revised plans/permit for any changes to the approved plans.

Signature : _____ Date: _____

PROPOSED SIGNAGE

Wall Sign: Number of Wall Signs Proposed _____

Wall Sign (1) - Dimension _____ ft . x _____ ft. Illuminated Non-Illuminated
 LENGTH WIDTH

Wall Sign (2) - Dimension _____ ft. x _____ ft . Illuminated Non-Illuminated
 LENGTH WIDTH

Wall Sign (3) - Dimension _____ ft. x _____ ft. Illuminated Non-Illuminated
 LENGTH WIDTH

Wall Sign (4) - Dimension _____ ft. x _____ ft. Illuminated Non-Illuminated
 LENGTH WIDTH

Yard Sign: Number of Yard Signs Proposed _____

Illuminated Non-Illuminated

Yard Sign (1) - Dimension _____ ft. x _____ x _____ ft.
 LENGTH WIDTH HEIGHT(Top of sign to Average Grade)

Yard Sign (2) - Dimension _____ ft. x _____ x _____ ft.
 LENGTH WIDTH HEIGHT(Top of sign to Average Grade)

Window Sign - Number of Window Signs Proposed _____

Illuminated Non-Illuminated

Window Sign (1) - Dimension _____ ft x _____ ft Percentage of Pane _____ %
 LENGTH WIDTH

Window Sign (2) - Dimension _____ ft x _____ ft Percentage of Pane _____ %
 LENGTH WIDTH

Window Sign (3) - Dimension _____ ft x _____ ft Percentage of Pane _____ %
 LENGTH WIDTH

Temporary Construction/Real Estate Sign - Dimension _____ ft x _____ ft
 LENGTH WIDTH

Temporary Banner: Dimensions _____ ft x _____ ft Total sq. ft. _____ (max. 32 sq. ft)
Date of Banner Display: _____ to _____ (not to exceed 30 consecutive days)

Sign contents: _____

Grand Opening Banner: Dimensions _____ ft x _____ ft Total sq. ft. _____ (max. 32 sq. ft)
Date of Banner Display: _____ to _____ (2 weeks maximum)

Sign contents: _____

