



Incorporated Village

of Massapequa Park

VILLAGE HALL, 151 FRONT STREET, MASSAPEQUA PARK, NEW YORK 11762-2794

WEBSITE: www.masspk.com

BUILDING DEPARTMENT

FEE: \$140.00

APPLICATION FOR SIGN PERMIT

EXISTING FEE: \$420.00

ALL SIGN PERMITS MUST BE SUBMITTED TO THE BOARD OF TRUSTEES

DATE: _____ **PERMIT NO.:** _____

BUSINESS NAME: _____

BUSINESS OWNER'S NAME: _____

BUSINESS ADDRESS: _____ **TELEPHONE NO.** _____

1. TYPE OF SIGN: WALL MOUNTED: _____ POLE SIGN : _____ HEIGHT: _____ WIDTH: _____

LOCATION OF SIGN: _____

2. PROJECTION FROM FACE OF BUILDING: _____

3. TYPE OF COLUMNS AND HEIGHT FOR POLE SIGN: _____

4. TYPE OF LIGHTING (IF ANY): _____

SUBMIT DRAWING SHOWING ALL COLORS, LIGHTING (see attached codes), LOGOS AND WORDING

TENANTS' SIGNATURE: _____ **PRINT NAME:** _____

LANDLORDS' SIGNATURE: _____ **PRINT NAME:** _____

Sign permit requirements:

1. Submit plans of sign drawn to scale.
2. Supply proper certified documentation that framework and covering will meet or exceed the 2020 New York State Building Code, Section 3105.
3. Provide specification and show complete installation and NFPA 701 and flame spread index of awnings and canopies.
4. Provide sketch of building with sign spotted in.
5. Provide Workers compensation and liability insurance certificates of sign company.

NOTE: MUST SUPPLY US WITH FINAL CERTIFICATION LETTER AFTER INSTALLATION THAT THE SIGN, AWNING OR CANOPY STRUCTURE MEETS OR EXCEEDS SECTION 3105 OF THE NEW YORK STATE 2020 BUILDING CODE (NOTARIZED ON COMPANY LETTERHEAD)

Building Inspector

Date

CALL FOR INSPECTION WHEN SIGN IS APPROVED AND INSTALLED – 798-0244 ext. 123

Office Use only:

Board of Trustees Meeting Date: _____

Application: *Granted* *Denied* *Notes:*