

# SIGN PERMIT APPLICATION & INSTRUCTIONS

Dear Neighbor,

All commercial and professional signs in the Town of Babylon are required to have a permit.

## **PART A. BASIC REQUIREMENTS:**

<b>PERMIT APPLICATION</b>	Complete permit application for – PDB 030. See Part C on other side for instructions.
<b>PLANS</b>	One set of elevation and specification plans for your sign.  Plans can be shown on Part II of the application form (or professional plans may be attached.)
<b>SURVEY</b>	(only if sign is a ground sign.) One copy of a survey showing the location of the sign.
<b>FEE</b>	\$2.00 per square foot Minimum fee is \$50 Make checks payable to “Town of Babylon”

## **PART B. AFTER THE APPLICATION IS SUBMITTED:**

1. The Sign division will review your application and all required documents.
2. If the inspection and plans examination are satisfactory and all requirements are met, you will be issued a permit and a sticker.
3. The sticker must be displayed on the lower right hand corner of the sign or front door with number facing out.
4. The permit is valid for two (2) years and must be renewed if the sign still exists.
5. The permit must be kept on the premises.

**PART C. INSTRUCTION FOR SIGN PERMIT APPLICATION FORM  
(PDB 030).**

*Complete only the items explained below*

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- 1a Name of Business
- 1b Number and Street  
*The number and street (if any) of the property on which the sign will be erected.*
- 1c Hamlet  
*Enter the Hamlet of the property. Town of Babylon Hamlets are – N. Amityville, N. Lindenhurst, Copiague, Deer Park, E. Farmingdale, N. Babylon, W. Babylon, Wyandanch.*
- 1d Enter Zip Code
- 2 Enter Applicant's name, Address and Phone
3. Complete 3a, 3b, 3c, 3d, and 3e...**ONLY** if the Sign company is involved in preparing or installing the sign.
- 4a Type of Sign (check the appropriate box)  
- *If it falls under "Other", please describe it in the space provided.*
- 4b Sign Material (check the appropriate box)  
- *If it falls under "Other", please describe it in the space provided.*
- 4c Provide measurements of the sign and calculate square feet  
- *Square Feet = length multiplied by width*
- 4d If the sign is electrical, provide the New York Fire Underwriters Permit Number.
- 5a Print owner or Agent Name  
*Print the first, middle initial, and last name of the owner of the property (or the company that owns the property).*
- 5b Enter the Owner daytime telephone number.
- 5c Enter the Owner current mailing address.
- 5d The Owner must show approval by signing here.
- 6 Sign here and have Notarized.

# SIGN PERMIT APPLICATION – PART II

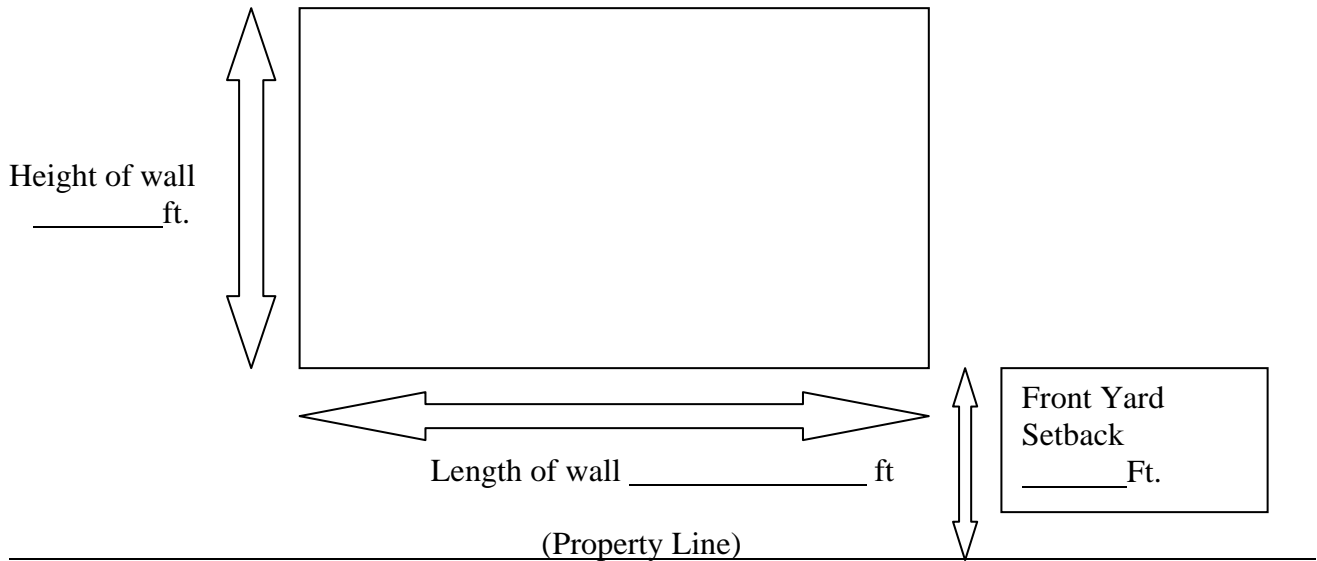
COMPLETE THE FOLLOWING:

- Part A Wall or Entrance Signs
- Part B Ground or Directory Signs

## Part A WALL OR ENTRANCE SIGNS

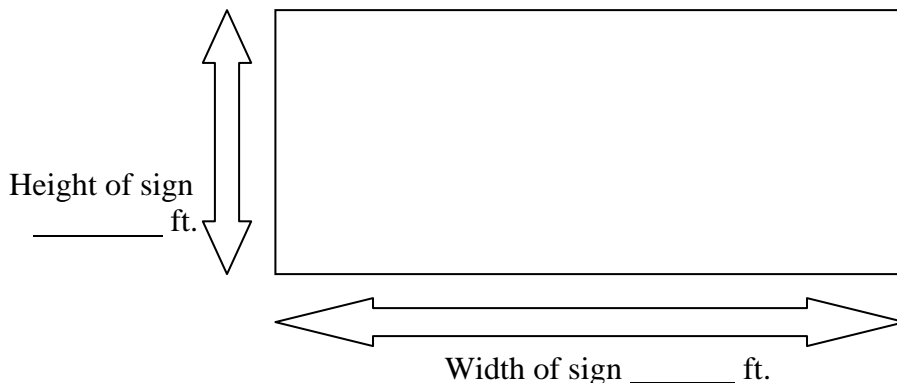
SKETCH  
OF THE  
WALL

1. The sign fronts on \_\_\_\_\_ (Street/Avenue).
2. Show dimensions of the wall on the sketch.
3. Show the location of the sign on the wall.
4. Show distance from sign to sides and top of the wall.



SKETCH  
OF THE  
SIGN

1. The sign area is \_\_\_\_\_ square feet.
2. Show the wording of the sign.
3. Show background color(s).
4. Lettering – show color and height.
5. Show the height and width of the sign.



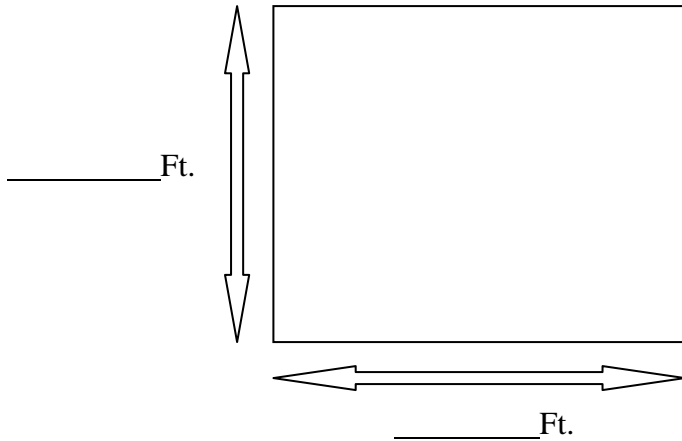
# SIGN PERMIT APPLICATION – PART II (cont'd)

## Part B

## GROUND OR DIRECTORY SIGNS

SKETCH  
OF THE  
PLOT

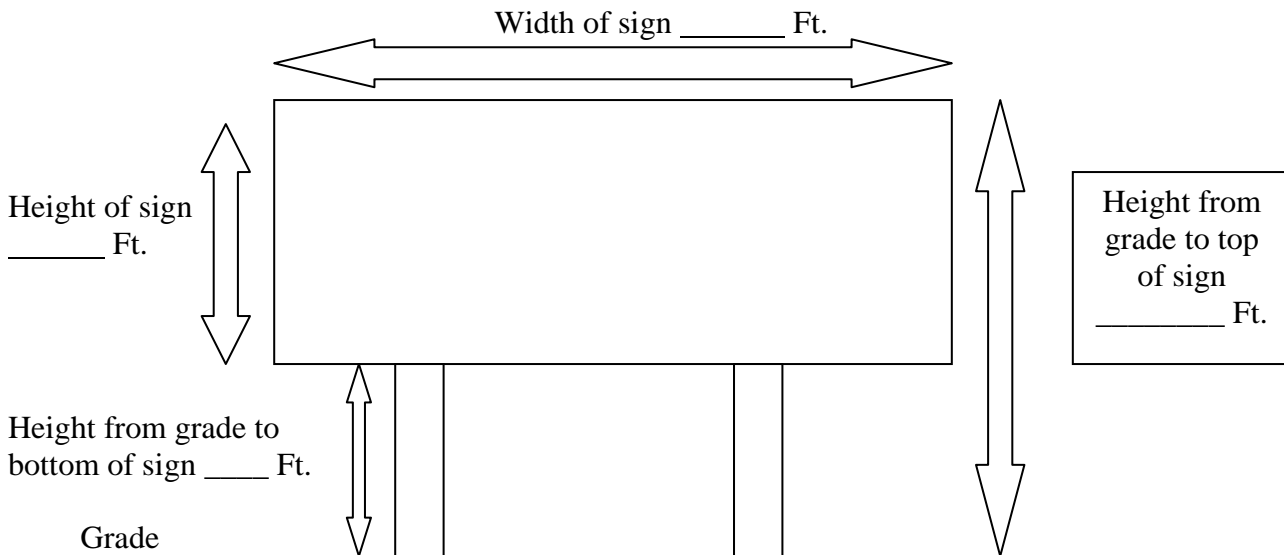
1. The sign fronts on \_\_\_\_\_ (Street/Avenue).
2. Show dimensions of plot of land.
3. Show the location of the sign.
4. Show setback of sign from property lines and show landscaped area, if required.



SKETCH  
OF THE  
SIGN

1. The sign area is \_\_\_\_\_ square feet.
2. Show all height and width measurements (see sketch).
3. Show the exact wording of the sign.
4. Show background color(s).
5. Show letter color(s) and height.

Note: If the sign is in a paved area, a protective curbed and landscaped area of at least one and one-half (1 ½) times the area of the sign is required. The sign or sign supports must be a minimum of two (2) feet from the protective curb.



# SIGN PERMIT APPLICATION

Town of Babylon Building Division  
 Phone: 631-957-7423 or 631-957-3058  
 200 E Sunrise Highway, Lindenhurst, NY 11757

1a. Name of Business _____				CTM No.	
1b. Number and Street Address _____				Application No.	
1c. Hamlet _____		1d. Zip Code _____	1e. Business Phone _____		
2a. PLEASE PRINT Applicants Name _____ Address _____ Phone _____				Date Application Received	
3a. Sign Company _____				Zone	
3b. Business Phone _____			N E S W side of  ST / RD / AVE  feet N E S W of  or NW NE SW SE corner of		
3c. Number and Street Address _____		3d. Town/Hamlet _____	3e. Business Phone _____		
4a. Type of Sign <input type="checkbox"/> Wall <input type="checkbox"/> Directory <input type="checkbox"/> Ground <input type="checkbox"/> Directional <input type="checkbox"/> Other _____		4b. Sign Material <input type="checkbox"/> Wood <input type="checkbox"/> Metal <input type="checkbox"/> Other _____	4c. Size of signs	Square Feet	Fee
			1. _____		
			2. _____		
			3. _____		
			4. _____		
4d. Electrical Signs Fire Underwriters Permit Number: _____			<b>TOTAL FEE:</b> _____		
5a. <i>PRINT</i> - Owner _____			5b. Daytime phone _____		
5c. Address _____					
5d. I consent to the erection of this sign on my property					
Signature _____		Date _____			
(property owner)					
I, swear the following is true:					
1) The above information is correct.					
2) The owner of the property has authorized the erection of the sign.					
Business Owner's Signature _____					
Sworn before me this _____ day of _____, 20_____					
NOTARY:					