



SIGN PERMIT APPLICATION & INSTRUCTIONS



APPLICANTS

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

BASIC REQUIREMENTS:

PERMIT APPLICATION	Complete permit application. See Part C on other side for instructions.
PLANS	One set of elevation and specific plans in color for your sign. Text can be shown on Part II of the application form (or professional plans may be attached.)
SURVEY	(Required only if sign is a ground sign.) One copy of a survey showing the location of the sign.
FEE	\$2.00 per square foot Minimum fee is \$50 Make checks payable to "Town of Babylon"

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 card.
3. The permit must be displayed on 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.

INSTRUCTIONS FOR SIGN PERMIT APPLICATION FORM:

Complete only the items explained below

- 1a Name of Business
- 1b Business Phone number
- 1c Business address
The address, city, state and zip code of the property on which the sign will be erected.
- 1d Billing Address
Where the bills for the renewals of the sign should be sent to if different than the business address
- 2 Enter applicant's name, address and telephone number
- 3. Complete 3a, 3b and 3c, ...**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 and date when received.
- 5a Property Owner
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's daytime telephone number.
- 5c Enter the owner's current mailing address.
- 5d The property owner must show approval by signing here.
- 6 Have business owner sign and notarized.

SIGN PERMIT APPLICATION – PART II

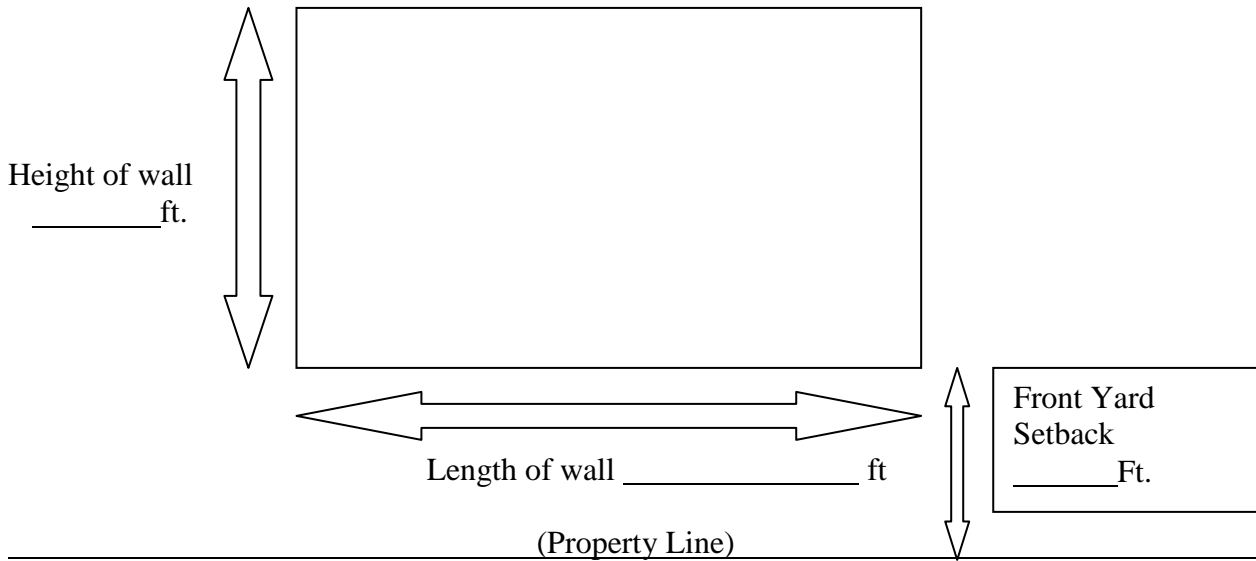
COMPLETE THE FOLLOWING:

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

Part A WALL SIGNS or ENTRANCE SIGNS

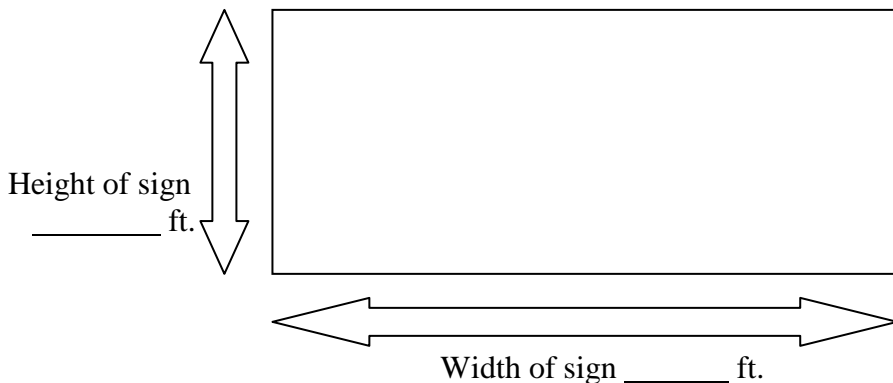
SKETCH
OF THE
WALL

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.



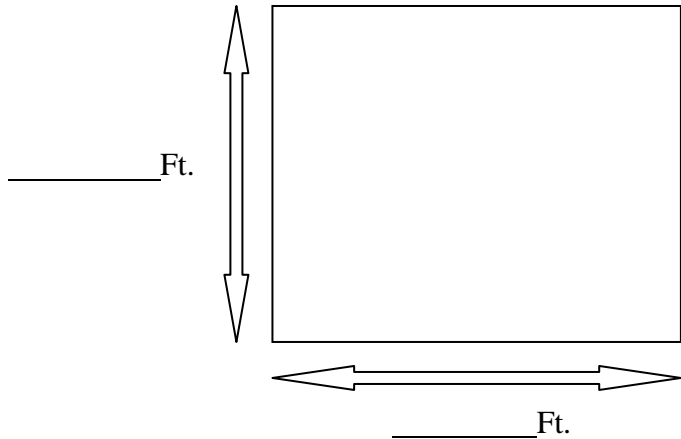
SIGN PERMIT APPLICATION – PART II (cont'd)

Part B

GROUND OR DIRECTORY SIGNS

SKETCH
OF THE
PLOT

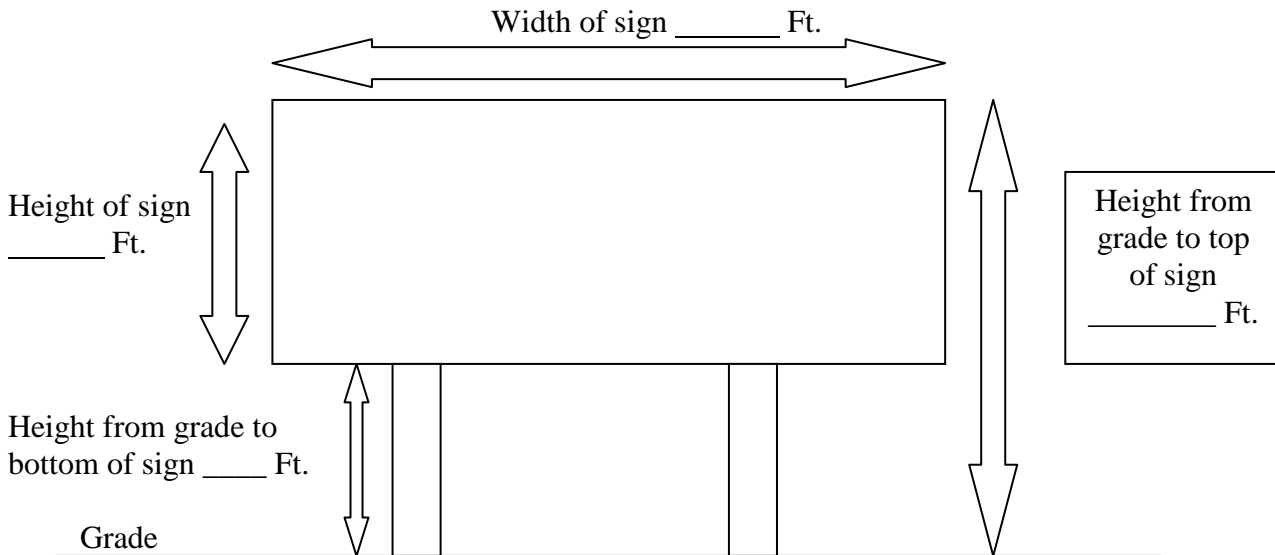
1. The sign fronts on _____ (Street/Avenue).
2. Show dimensions of plot of land.
3. Show the location of the sign.
4. Show setback of sign from property lines and show landscaped area, if required.



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
200 East Sunrise Highway, Lindenhurst, NY 11757-2598
Phone (631) 957-3060 Fax (631) 957-3115



1a. Business Name		1b. Business Phone		CTM No:	
1c. Business Address (address, city, state & zip)				Application No:	
1d. Billing Address (if different from above)				Date Application Received:	
2. PLEASE PRINT Applicant Name: _____ Address: _____ Phone: _____				Zone	
3a. Sign Company		3b. Business Phone		N E S W side of	
3c. Address(address, city, state & zip):				ST / RD / AVE	
				feet N E S W of	
				or NW NE SW SE corner of	
4a. Type of Sign () Wall () Directory () Ground () Directional () Other _____		4b. Sign Material () Wood () Metal () Other _____		4c. Size of Signs 1. _____ 2. _____ 3. _____ 4. _____	
				Square Feet _____ _____ _____ _____	
				Fee _____ _____ _____ _____	
4d. Electrical Signs Underwriters Approval Number: _____ Date Received: _____				TOTAL FEE:	
5a. PRINT- Property Owner's Name			5b. Phone Number		
5c. Address(address, city, state & zip)					
5d. I consent to the erection of this sign on my property Signature: _____ Date: _____ Property Owner					
6. 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:					