

MALVERNE BUILDING DEPARTMENT APPLICATION

99 Church Street Malverne, NY Phone 516-599-1200 Fax 516-823-0767

SIGN / AWNING PERMIT INSTRUCTIONS

- Incomplete applications will not be accepted
- All fees are non-refundable
- All signs are subject to Architectural and Site Plan Review Board approval (Public hearing is once a month, legal notice required)
- See Article IX of the Zoning Code for sign regulations. Available on village web site “www.malvernevillage.org”
- Sign Installer must be licensed with the Village
- Signage that requires a Variance from the Zoning Board of Appeals needs to file a separate Variance application after application denial.
- Signage that requires a Special Exception from the Board of Trustees needs to file a separate Special Exception application after application denial.
- Each sign / awning requires a separate application.

This Application Must Be Accompanied By:

- Permit Fee = \$125.00 (check or money order, no cash, each sign)
- Three (3) collated hard copy sets and a PDF electronic copy emailed to mkschnaars@malvernevillage.org and lsantora@malvernevillage.org of the following
 - Signage / Awning shop drawings from sign manufacturer: Include height, length, overall square feet, type, font, wording, graphics, materials, frame, details of anchorage to building / ground, show and denote colors.
 - Elevation of building wall if applicable with proposed sign, exterior lighting and any other pertinent information for the village to review to ensure conformance with the zoning code. Include height to bottom of sign above grade, height to top of sign above grade, and dimensions of its location on building. Include specifications of exterior lighting if new or replaced.
 - Drawings from Signed and sealed by NYS Licensed Design Professional for frame, bracket, post, or other required structure anchorage to the building / foundation with or ground with foundation details as applicable to show conformance with the 2020 Building Code of NYS lateral, dead, and live and snow loads.
 - Plot plan and or survey showing and dimensioning location of sign on property / building from property lines.
 - Photograph of existing front elevation or area where sign will be located.
- Separate Electrical permit application required for any electrical work.
Electrician must be licensed with the Village.
- Affidavit For ARB and Site Plan Review / Special Use Application Costs and Fees
- Affidavit of appearance (if necessary)
- Any other work to the building shall be filed under a separate building permit
- Sign Inspection and documentation requirements form will be provided at permit pickup and must be signed by owner / applicant / contractor.

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SIGN / AWNING PERMIT

Date: _____ Section _____ Block _____ Lot _____ Permit / App # _____

Address of Project: _____ Malverne, NY 11565

Owner Name: _____ Phone: _____ Email: _____

Applicant / Tenant Name: _____ Phone: _____ Email: _____

Describe scope of work briefly (State if reusing any part of existing signage, replacing existing signage, etc.)

Check all that apply: As Built _____ New _____ Replacement _____ Number of Faces: _____

Type of sign: Wall _____ Awning _____ Ground/Pole _____ Blade _____ Other _____

Size of sign: Width _____ Height _____ Total Square Foot (per side) _____ Depth _____ Other _____

Externally Illuminated: _____ Internally Illuminated: _____ Other: _____

Contractor Name: _____ Malverne License # _____

Phone: _____ Email: _____

Signature of Contractor

Signature of Property Owner (notarized)

Signature of Applicant / Tenant

Sworn to before me this ____ day of ____ 20 ____

Sworn to before me this ____ day of ____ 20 ____

NOTARY SIGNATURE _____

NOTARY SIGNATURE _____



SEAL:



SEAL:

No registered contractor shall sign a sign / awning permit or act as an agent for a person who is not a licensed contractor in the Village of Malverne. I understand by signing below that my license in the Village of Malverne could be in jeopardy by violating the above section. Applicant certifies that all information given is correct and that all work shall conform to the current NYS Residential, Building, Fire, Existing Building, Property Maintenance and all Village Ordinances for which this permit is issued. No work is to be performed until a permit has been issued by the Incorporated Village of Malverne.

For Office Use Only

Received without prejudice for the Architectural Review Board Approved: _____ Denied: _____ Date: _____

Final Sign off from Inspector: Date: _____ Inspector Name: _____



Application Approval stamp