



DEPARTMENT OF BUILDINGS SIGN PERMIT APPLICATION

SIGN	
Tracking Number	
Permit Number	
Permit Issue Date	

ARCHITECTURAL REVIEW BOARD APPROVAL IS REQUIRED FOR ALL COMMERCIAL SIGNAGE

For Sale Signs: In residential zoning districts only, sale or rent sign, advertising the sale or rental only of real property on which it is placed, provided that there shall be only one such sign, not to exceed the maximum dimensions of 18 inches by 24 inches in area. Said sign shall be placed parallel to the front of a dwelling within five feet of the front building line and may be placed upon a standard, provided that the top of the sign shall be no higher than 42 inches above grade.

Sign Location Information:		Incomplete applications will not be accepted	
Property Address:			
Section:	Block:	Lot:	Zone:
Sign Description:			
Owner Information:			
Owners Name:			
Company Name:			
Mailing Address:		City:	State: Zip:
Phone Number:		Email:	
Installer Information:			
Company Name:			<input type="checkbox"/> VFP Verified
Company Address:		City:	State: Zip:
Phone Number:		Email:	
Electrician Information:			<input type="checkbox"/> Check here if no electrical work
Electrician Name:			
Company Name:		Floral Park License Number:	<input type="checkbox"/> VFP Verified
Company Address:		City:	State: Zip:
Phone Number:		Email:	
Property Owner Statement & Signature:			
The undersigned affirms that I am the owner of the property described herein, situated, lying and being within the Incorporated Village of Floral Park; that I have read and understand all items as here in stated, recognize that I am responsible for all activities occurring on the property, and that failure to comply with any of the items, notwithstanding any other items defined in the Village Code, may result in the temporary suspension or permanent revocation of the permits issued for construction on the premises in accordance with the Village Code.			
Print Name:		Signature:	Date:
Building Department Use Only:			
Permit Fee:	Receipt:	\$50 – For Sale Sign \$100 - Sign or Awning – Non-Illuminated \$150 - Sign or Awning – Illuminated	
ARB Review	<input type="checkbox"/> Approval <input type="checkbox"/> Denial	Date:	
Permit Review	<input type="checkbox"/> Approval <input type="checkbox"/> Denial	Date:	By:
Inspection	<input type="checkbox"/> Approval <input type="checkbox"/> Denial	Date:	By:

Permit Conditions: The following conditions must be met before a Certificate of Occupancy or Completion can be issued:

- The Permit must be posted and visible from the street for the duration of the construction process.
- The Permit is valid for 6 months, unless construction has started. If started, the permit is valid for 12 months from the date of issuance. Should the permit expire a permit renewal application, along with updated drawings and permit fee, must be filed and approved by the Building Department.