



**DEPARTMENT OF BUILDINGS
SIGN PERMIT APPLICATION
BUSINESS SIGNS, AWNINGS & STOREFRONT**

BUSINESS SIGN	
Permit Number	
Permit Issue Date	

ARCHITECTURAL REVIEW BOARD APPROVAL IS REQUIRED FOR ALL SIGNAGE, NEW AWNINGS AND STOREFRONTS REQUIRE A BUILDING PERMIT APPLICATION

Sign Location Information:		Incomplete applications will not be accepted	
Property Address:			
Section:	Block:	Lot:	Zone:
Sign Information: (check all that apply)			
<input type="checkbox"/> Proposed <input type="checkbox"/> Maintain <input type="checkbox"/> Replacement <input type="checkbox"/> Building Mounted Sign <input type="checkbox"/> Free Standing Sign <input type="checkbox"/> Awning <input type="checkbox"/> Storefront			
Business Name:			
Business Slogan:			
Business Description:			
Sign Description:			
Sign Location:			
Sign Frame Materials: <input type="checkbox"/> Existing _____ <input type="checkbox"/> Proposed _____			
Sign Frame Colors:			
Sign Face Materials: <input type="checkbox"/> Existing _____ <input type="checkbox"/> Proposed _____			
Sign Face Colors:			
Sign Illumination: <input type="checkbox"/> No Illumination <input type="checkbox"/> Internal Background Illumination <input type="checkbox"/> Internal Lettering Illumination <input type="checkbox"/> External Lighting			
Sign Frame Materials: <input type="checkbox"/> Existing _____ <input type="checkbox"/> Proposed _____			
Owner Information:			
Owner and 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 and 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:	\$100 - Sign or Awning – Non-Illuminated \$150 - Sign or Awning – Illuminated \$250 - Storefront	
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 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.