

# CITY OF MOUNT VERNON



## SIGN PERMIT APPLICATION

Use one application per type of sign

Application No \_\_\_\_\_ Taken by \_\_\_\_\_ Date filed \_\_\_\_\_

### PART A

(To be completed by applicant. Print clearly.)

1. **Name of Business:** \_\_\_\_\_

2. **Location of Business:**

Address \_\_\_\_\_

Map page \_\_\_\_\_ Block \_\_\_\_\_ Lots \_\_\_\_\_ Zone \_\_\_\_\_

3. **Tenancy Certificate No.** (or Certificate of Occupancy number if business for which the sign application is filed occupies the entire building): \_\_\_\_\_

4. **Type of Sign** (check one box only):  Wall Sign  Awning  Canopy  Temporary Sign  
 Ground Sign  Plate  Security Grille  Other: \_\_\_\_\_

5. **Illuminated Sign** (check one box):  No  Yes, a licensed electrician will apply for a separate electrical permit.

Electrician name: \_\_\_\_\_ Company name: \_\_\_\_\_

Address: \_\_\_\_\_ City/state/zip: \_\_\_\_\_

6. **Description of Sign:**

Materials: \_\_\_\_\_

Colors: \_\_\_\_\_

Size: \_\_\_\_\_

Location: \_\_\_\_\_

**Business owner:** \_\_\_\_\_ tel.: \_\_\_\_\_ fax: \_\_\_\_\_

Address: \_\_\_\_\_ city/state/zip: \_\_\_\_\_

**Building owner:** \_\_\_\_\_ tel.: \_\_\_\_\_ fax: \_\_\_\_\_

Address: \_\_\_\_\_ city/state/zip: \_\_\_\_\_

**Applicant's name:** \_\_\_\_\_ tel.: \_\_\_\_\_ fax: \_\_\_\_\_

Address: \_\_\_\_\_ city/state/zip: \_\_\_\_\_

**Sign Erector:** \_\_\_\_\_ Company name: \_\_\_\_\_

Address: \_\_\_\_\_ city/state/zip: \_\_\_\_\_

tel.: \_\_\_\_\_ fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

**PART B- APPLICANT'S AFFIDAVIT**

State of New York  
County of Westchester}ss:

\_\_\_\_\_ being duly sworn, deposes and says: that \_\_\_\_\_  
*Name of Applicant-Printed- Footnotes 1 & 2* *Name of Owner-Printed - Footnote 1.*  
\_\_\_\_\_ is the owner in fee of the premises to which this application applies; that she/he  
(applicant) is duly authorized to make this application; and that the statements contained herein are true  
to the best of his/her knowledge and belief.

Sworn to before me this \_\_\_\_\_  
Day of \_\_\_\_\_ 20 \_\_\_\_\_  
Signature of Applicant- Footnote 1.

Signature of Notary-Commissioner of Deeds

- 1. If the owner is the applicant, he/she shall print his/her name as both where requested, and sign as applicant.
- 2. If the owner is a corporation, the applicant shall be a principal officer of the corporation or a duly authorized agent.

**PART C- SIGN ERECTOR'S AFFIDAVIT**

State of New York  
County of Westchester}ss:

I, \_\_\_\_\_, hereby state that I will personally supervise the fabrication  
*Name of sign erector-Printed*  
and installation of the sign to which this application applies, that the work shall comply to the City of  
Mount Vernon Zoning Code, the New York State Uniform Fire Prevention and Building Code, and all  
other applicable laws and regulations, and that I have liability, New York State Worker's compensation  
and disability insurances as required by the City of Mount Vernon and the State of New York.

Sworn to before me this \_\_\_\_\_  
Day of \_\_\_\_\_ 20 \_\_\_\_\_  
Signature of Sign Erector

Signature of Notary/Commissioner of Deeds

**(For official use only)**

|                        |                   |            |
|------------------------|-------------------|------------|
| Application fee _____  | Receipt no. _____ | Date _____ |
| Additional fee _____   | Receipt no. _____ | Date _____ |
| Legalization fee _____ | Receipt no. _____ | Date _____ |

|  |            |                  |
|--|------------|------------------|
| Approved by _____<br><i>Commissioner/Deputy Commissioner</i> | Date _____ | Permit No. _____ |
|--|------------|------------------|

## Items to Submit with a Sign Permit Application

**Failure to submit ALL documents listed below will result in the denial or in a delay in the approval of your certificate.**

**For additional information and samples of completed application, check our web site at [CMVNY.COM/BUILDINGS](http://CMVNY.COM/BUILDINGS)**

1. One completed application form. The form must be typewritten or **neatly** printed in **capital** letters. Parts A and B must be completed by the applicant. Parts C must be completed by the sign erector.
2. Block and Lot Verification form issued by the Assessor's office, room 8, Ground Floor, City Hall.
3. Copy of the Certificate of Tenancy or copy of the Certificate of Occupancy if the business occupies the entire building.
4. Letter of authorization, signed by owner and notarized, naming applicant as owner's agent for the filing of this application; or, Legal proof that the applicant is a Principal Officer of the Corporation or an authorized agent. Either one of these documents is required **if the applicant is not the owner** of the property.
5. Three sets of the following documents:
  - a) **For all types of signs, except as listed in section b) and c):**
    - Drawing, at scale, of the proposed sign.
    - Photographs of storefront **and** street façade of this **entire** building and **adjacent** buildings.
    - Simulated picture of the proposed sign installed on the building.
    - Details of installation.
    - For ground sign with an area less than 20 square feet or a total height less than 5 feet: plot plan to locate the sign and dimension the setbacks.
  - b) **For a security grille:**
    - Plot plan and/or key plan to locate the doors and windows where the grilles are proposed.
    - Manufacturer's specifications for the grille and picture of the grille.
    - Detail of the method of enclosure for the grille housing.
  - c) **For a canopy or a ground sign in excess of 20 square feet in area or 5 feet in height:**
    - Survey of the property.
    - Drawings prepared by a registered architect or engineer licensed in New York State: site plan, structural design criteria, framing and foundation plans, construction details and finishes.
    - All the documents listed in section a).
6. Sign Erector's certificates of insurance. Each certificate shall name the **Department of Buildings** of the City of Mount Vernon as certificate holder:
  - a. Liability insurance certificate, naming the **City of Mount Vernon as additionally insured**. The minimum coverage shall be \$50,000.00/100,000.00 for personal injury,\$5,000.00/25,000.00 for property damage. No deductible is permitted. There should be provision for ten days notice for changes in policy or cancellation.
  - b. Workers Compensation certificate. Form **BP-1, SI-12, U-263, C-105.2** or **GSI-105.2**.
  - c. Disability insurance certificate. Form **DB 120.1** or **DB 155**.

7. Fee: cash or check made payable to the City of Mount Vernon Department of Buildings.

The fee is \$125.00 for all types of sign except as follows:

- \$ 175.00 for awning and canopies with advertisement on one side and \$75.00 for each additional side of advertisement;
- \$125.00 for ground sign with advertisement on one side and \$175.00 with advertisement on two sides.

The fee for re-facing or re-painting an existing legal sign is the same as the fee for a new sign of the same type.

**And remember! Filing an application does not mean that you have a permit and that you can start work.**

**You will incur a penalty of no less than \$1,000.00 if you start work without a valid permit card conspicuously posted at the work site.**

**Additional Information:**

**a-** You must contact the Inspector listed on your permit to establish a schedule of inspections **before** commencing work.

**An inspection request form will be attached to your permit.**

**b-** The permit must be closed at completion of work. No permit may be closed if you have not requested and passed the required inspections and applied for a sign or grille certificate.

**c-** The **sign or grille certificate** shall be posted in a conspicuous place, inside the building or tenancy, for as long as the sign advertises a current business and remains erected, or as long as the grilles remain in use.