

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 (as it will appear on sign): _____

2. Location of Business:

Address _____

Map page _____ Block _____ Lots _____ Zone _____

3. Certificate No. (Tenancy or Certificate of Occupancy number, as applicable; or building permit number for business space under construction or alteration): _____

4. Type of Sign (check one box only): Wall Sign Awning Canopy Temporary Sign
 Ground Sign Projecting Sign 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: _____
Lettering: _____

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 _____
Print Name of Applicant- Footnotes 1 & 2 Print Name of Owner- Footnotes 1 & 3.
_____ 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- Footnotes 1 & 2.

Signature of Notary-Commissioner of Deeds

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

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 _____	Date _____	Permit No. _____
<small>Commissioner/Deputy Commissioner</small>		

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.

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.
3. Copy of the Certificate of Tenancy or copy of the Certificate of Occupancy when the business occupies the entire building; or copy of building permit if space is under construction or alteration.
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 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 \$200.00 for all types of sign except as follows:
 - \$ 250.00 for awning and canopies with advertisement on one side and \$100.00 for each additional side that bears advertisement;
 - \$200.00 for ground sign with advertisement on one side and \$400.00 for two sides.
 - \$ 200.00 per street clock.
 - \$500.00 per sign for an application to the Sign Board of Appeals, additional to permit fee.The fee for re-facing or re-painting a legal sign is the same as the fee for a new sign of the same type. The fee for the letter of completion is \$90.00, and shall be paid prior to release of the sign permit.

Filing an application does not mean that you can start work. You will incur a legalization fee of no less than \$500.00 if you start work without a valid permit. The permit card must be conspicuously posted at the work site.

Additional Information

- a- Plumbing and electrical work must be filed separately by a licensed plumber and electrician after the issuance of the permit for which this application is submitted.
- b- You must contact the Building Inspector listed on your permit to establish a schedule of inspections before commencing work.
- An inspection request form will be attached to your permit.
- c- The permit must be closed at completion of work. Your Building permit will list which certificate you must apply for to close your permit. No permit may be closed if you have not requested and passed the required inspections and applied for the appropriate certificate.

Use the correct type of application to avoid delay in the processing of your permit application.

- Building permit: for all type of work except as listed below.
- Demolition Permit: for all type of demolition.
- Equipment Permit: for installation, removal, replacement, and repair of mechanical equipment, tanks, fire detection system, fire suppression system, etc.
- Repartitionment & Subdivision: to alter existing lots or create new ones.
- Amendment: change of contractor, extension of permit, and minor changes in the scope of work of a current permit.



CITY OF MOUNT VERNON DEPARTMENT OF BUILDINGS

FORM A-1

**LETTER OF AUTHORIZATION
NAMING APPLICANT AS OWNER'S AGENT**

State of New York
County of Westchester) ss:

Print full name of Property owner as listed on the deed when it is an individual
OR
Print full name and title of President or Principal Officer when the owner listed on the deed is a corporation or an entity other than an individual.

being duly sworn, deposes and says that _____
Print name of Property owner as listed on the deed

Is the owner in fee of the premises located at:

Address of Premises: _____

Map page, Block, Lot numbers: _____

And, that the person named below:

Name of Applicant/agent: _____

Address of Applicant/agent: _____

Phone Number of Applicant/Agent: _____

Is authorized to act as property owner's agent and be the applicant for the application(s) checked below for a permit to perform the work specified in this (these) application(s) at the premises listed above.

- Building Permit Application
- Equipment Permit Application
- Demolition Permit Application
- Plumbing Permit Application for work to be performed by _____
Print name of licensed plumber and his plumbing company

list any other building department application as applicable

Property owner signature

Sworn to me this _____ day of _____ 20____

Notary/Commissioner of Deeds' signature