



## VILLAGE OF PLEASANTVILLE \* BUILDING DEPARTMENT

80 WHEELER AVENUE \* PLEASANTVILLE, NY 10570  
PHONE (914) 769-1926 \* FAX (914) 769-5519  
[WWW.PLEASANTVILLE-NY.GOV](http://WWW.PLEASANTVILLE-NY.GOV)

# SIGN PERMIT APPLICATION

**NOTE:** APPROVAL FROM THE ARCHITECTURAL REVIEW BOARD REQUIRED FOR ALL NEW SIGNS, AWNINGS, AND CANOPIES AS PER VILLAGE CODE CHAPTER 148 PRIOR TO ISSUANCE OF A PERMIT.

**\* NEW FREESTANDING SIGNS REQUIRE APPROVAL FROM THE PLANNING BOARD \***

**SECTION I** – PROJECT ADDRESS: \_\_\_\_\_

**SECTION II** – CONTACT INFORMATION: (PLEASE PRINT CLEARLY. ALL INFORMATION MUST BE CURRENT)

APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**SECTION III** – TYPE OF WORK PROPOSED (CHECK ALL THAT APPLY)

- ☐ BANNER    ☐ BARBER POLE    ☐ CANOPY SIGN    ☐ GROUND SIGN    ☐ INTEGRAL ROOF SIGN  
☐ INTERIM SIGN    ☐ MARQUEE SIGN    ☐ POLE SIGN    ☐ PROJECTING SIGN    ☐ SUSPENDED SIGN  
☐ TEMPORARY SIGN    ☐ WALL SIGN    ☐ WINDOW SIGN    ☐ NEON SIGN    ☐ RES DISTRICT SIGN    ☐ OTHER

**SECTION IV** – LANDLORD / BUILDING OWNER'S CONSENT

**NOTE: WRITTEN CONSENT REQUIRED; APPLICATION WILL NOT BE ACCEPTED WITHOUT IT, NO EXCEPTIONS**

OWNER'S NAME: \_\_\_\_\_

OWNER'S SIGNATURE: \_\_\_\_\_

**SECTION V** – PERMIT FEES:

- A. SIGN PERMIT FOR REAL ESTATE SIGNS NOT EXEMPTED AS PER VILLAGE CODE CHAPTER 148 : \$15 FOR EACH  
B. ALL OTHER SIGN PERMITS: \$30 FOR EACH SIGN

# VILLAGE OF PLEASANTVILLE \* BUILDING DEPARTMENT

## SECTION VI — CONTACT INFORMATION: (PLEASE PRINT CLEARLY. ALL INFORMATION MUST BE CURRENT)

ARCHITECT/ENG: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DESIGNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ELECTRICIAN: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

## SECTION VII — APPLICANT CERTIFICATION

I HEREBY CERTIFY THAT I HAVE READ THE INSTRUCTIONS & EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE & CORRECT. ALL PROVISIONS OF LAWS & ORDINANCES COVERING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR LAND USE OR THE PERFORMANCE OF CONSTRUCTION.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

ZONE: \_\_\_\_\_ SECTION: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

### BUILDING DEPARTMENT CHECKLIST:

☐ PERMIT FEE \_\_\_\_\_ ☐ GC LICENSE ☐ WORK. COMP. ☐ LIAB. INS. ☐ ONE SET OF DOCUMENTS  
☐ EAS FORM ☐ SWPPP ☐ FLOOD DEV. PERMIT

PERMIT #: \_\_\_\_\_ PAYMENT: ☐ CHECK #: \_\_\_\_\_ ☐ CASH

NAME ON CHECK: \_\_\_\_\_

FINAL DESCRIPTION OF WORK: \_\_\_\_\_

### PERMIT CONDITIONS:

☐ ACC / ADA ☐ ADD. REQUIRE. ☐ ARCH'S CERT ☐ BSMT AFF. ☐ BLOWER DOOR ☐ DIG SAFELY ☐ DRIVEWAY  
☐ ELECT CERT ☐ ENG CERT (ANT) ☐ END CERT (SOLAR) ☐ FENCE / WALL ☐ FINAL SURVEY ☐ FIRE SPRINKLER A  
☐ DUCT LEAK ☐ PATIO / TERR ☐ PLUMB AFF. ☐ PROPANE ☐ SMOKE DET. ☐ FOUND SURVEY ☐ FIRE SPRINKLER B  
☐ SOIL BEARING CERT ☐ TANK MANIFEST

BLDG. INSPECTOR SIGN OFF: \_\_\_\_\_ DATE: \_\_\_\_\_