



CITY OF GLEN COVE
Building Department

AWNING PERMIT APPLICATION

REQUIREMENTS

1. Letter / Permission from Owner of the Premises
2. Color Building Elevation sketch (Picture) showing awning in proposed context.
3. Size & Dimensions of Letters, Logos, Awning
4. Colors proposed for all components of the awning
5. Sign Material called out on drawing; Construction method (means of attachment)
6. Survey showing location of Awning
7. FEE - \$50.00 (REPLACING EXISTING – SAME SIZE)
FEE - \$5 / Sq. Foot (NEW AWNING) - \$50 Min if below 17SF
8. UL Certificate - Only if awning has lighting components
9. Awnings must comply with sections 239-8 & 111-22.1 of the Code of City of Glen Cove.
10. Separate application required for each individual awning

AWNING LOCATION INFORMATION

Company / Business: _____ Contact Person: _____

Address: _____ Phone: _____

Email _____

APPLICANT INFORMATION

Company / Business: _____ Contact Person: _____

Address: _____ Phone: _____

Email _____

AWNING INFORMATION

Location of Awning: ABOVE DOOR ABOVE WINDOW OTHER

Wording on Awning: _____

OFFICE USE ONLY

BUILDING DEPARTMENT APPROVED _____ DATE _____

COMMUNITY DEVELOPMENT AGENCY APPROVED _____ DATE _____

PERMIT NO. _____

Date _____