



CITY OF GLEN COVE
Building Department

SIGN PERMIT APPLICATION

REQUIREMENTS

1. Letter / Permission from Owner of the Premises
2. Color Building Elevation sketch (Picture) showing sign in proposed context.
3. Size + Dimensions of Letters, Logos, Sign
4. Colors proposed for all components of the sign
5. Sign Material called out on drawing; Construction method (means of attachment)
6. Survey showing location of ground sign
7. FEE - **\$75.00** (REPLACING EXISTING – SAME SIZE)
FEE - \$5 / Sq. Foot (NEW SIGN) - \$75 Min if below 17SF
8. UL Certificate - Only if Sign is Electrical or has Electrical Components
9. Signs must comply with Chapter 228 of the Code of City of Glen Cove.

SIGN LOCATION INFORMATION

Company / Business: _____ Contact Person: _____

Address: _____ Phone: _____

Email _____

APPLICANT INFORMATION

Company / Business: _____ Contact Person: _____

Address: _____ Phone: _____

Email _____

SIGN INFORMATION

Location of Sign: GROUND WALL WINDOW POST

Wording on Sign: _____

OFFICE USE ONLY

BUILDING DEPARTMENT APPROVED _____ DATE _____

COMMUNITY DEVELOPMENT AGENCY APPROVED _____ DATE _____

PERMIT NO. _____

Date _____