



CITY OF GLEN COVE
Building Department

TEMPORARY SIGN PERMIT APPLICATION

Permit period not to exceed 15 Days

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 - \$50.00 Payable to 'City of Glen Cove'
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.
10. Temporary signs not permitted on municipal, state, city, or county property, on roof, tree, pump, hydrant, on telephone, electric, or lighting poles, on motor vehicle, trailer, or any vehicle.

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 _____