



CITY OF PORT JERVIS
BUILDING DEPARTMENT
14-20 HAMMOND STREET; P.O. BOX 1002
PORT JERVIS, NEW YORK 12771
TELEPHONE: (845) 858-4080
FAX: (845) 856-6913

Sign Permit Requirements and Application

Sign Requirements

Business Identification Signs:

1. Signs shall not exceed twenty (20) square feet in the R-O, CBD and SC districts or six (60) square feet in the LI district.
2. Wall signs shall be permitted for each frontage.
3. Wall signs shall not cover, wholly or partially, any wall opening including doors, fire escapes and windows, nor project beyond the ends of the wall to which they are attached.
4. One (1) overhanging sign shall be permitted which shall project not more than forty-eight (48) inches from the perpendicular face of the building and shall not exceed ten (10) square feet in area. Bottom of sign shall be a minimum of nine (9) feet or a maximum of twelve (12) feet above the sidewalk and shall not extend beyond the curb line.
5. Freestanding signs shall be permitted only if the signs are set back at least ten (10) feet from the front property line, top of sign shall be no higher than fifteen (15) feet from the ground, no larger than and affixed to at least a single pole with no guide wire or bracing.
6. Interior signs or combination of signs shall not cover more than fifty percent (50%) of each window upon which or in which it is affixed, displayed or painted.
7. Signs illuminated by electricity or equipped in any way with devices or applications shall conform with respect to wiring and appliances to the regulations of the NY Board of Fire Underwriters and must be wired by a licensed electrician.
8. Signs should be a subordinate part of the streetscape rather than the dominant feature, when possible adjacent signs should be of same height and harmonious materials and colors. All signs should be as small and discreet as possible. Lettering shall not exceed two (2) feet in height and have as few words as possible. Garish colors, lights or materials should be avoided.
9. Please have all necessary information needed for application. (see #4 [if applicable], 6 and 7 on application)



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Application for Sign Permit

Date: _____

Name of Applicant: _____

Address of Applicant: _____

Telephone # of Applicant: _____

Address sign is to be erected: _____

If applicant is **NOT** the owner, this application must be accompanied by written consent of the property owner **OR** owner's signature on this application.

Work of Constructing and Erecting Sign is to be done by:

Name: _____

Address: _____

Telephone #: _____

Name of Insurance Carrier of Applicant:
 (Attach Copy of Insurance showing Liability Coverage)

A reasonable detailed drawing must accompany this application containing the following:

- A. Size and construction of sign.**
- B. Lighting, colors and weight of sign.**
- C. Building or occupied space frontage measurements.**
- D. Location of signage.**
- E. Total square footage of signage, including existing signage.**

A \$50.00 fee must be submitted with each application for sign permit.

Signature of Applicant: _____

Signature of Property Owner: _____

Application Approved: _____ Date: _____

Application Disapproved: _____ Date: _____

\$50.00 application fee paid on: _____ Receipt No.: _____

Sign Permit No: _____ Date Issued: _____