

# City of Port Jervis, New York



Building Department Offices  
PO Box 1002  
20 Hammond Street  
Port Jervis NY 12771

(845) 858-4000 Ext 4080

Fax # (845) 856-6913

[www.portjervisny.org](http://www.portjervisny.org)

## Application For Sandwich Board Sign Permit

- A DRAWING OF THE SANDWICH BOARD SIGN SHOWING THE SIZE AND CONSTRUCTION MUST BE SUBMITTED WITH THIS APPLICATION
  - A COPY OF THE PROPERTY/BUSINESS LIABILITY INSURANCE MUST BE SUBMITTED WITH THIS APPLICATION

1. The sign shall be constructed of metal or wood.
2. No sign shall be greater than 24" in width and 36" in height.
3. Sandwich board signs shall only be permitted for display outside during business hours for the applicable business.
4. No sandwich board sign shall be permitted on the curb line of the property.
5. No Sandwich board signs shall be placed in any location in any public right of way that would prevent unobstructed use of the public right of way in conformance with the Americans with Disabilities Act.
6. Any sandwich board sign left on a sidewalk after business hours shall be subject to confiscation by the City of Port Jervis.

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

ADDRESS OF REQUEST: \_\_\_\_\_

Section: \_\_\_\_\_

Block: \_\_\_\_\_

Lot: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS OF APPLICANT: \_\_\_\_\_

TELEPHONE NUMBER OF APPLICANT: \_\_\_\_\_

(IF APPLICANT IS NOT THE PROPERTY OWNER, THIS APPLICATION MUST BE ACCOMPANIED BY SIGNATURE OF PROPERTY OWNER OR WRITTEN CONSENT OF THE PROPERTY OWNER.)

NAME OF PROPERTY OWNER: \_\_\_\_\_

ADDRESS OF PROPERTY OWNER: \_\_\_\_\_

TELEPHONE NUMBER OF OWNER: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_ SIGNATURE OF PROPERTY OWNER: \_\_\_\_\_

FOR OFFICE USE ONLY:

DATE APPROVED: \_\_\_\_\_ DATE DISAPPROVED: \_\_\_\_\_ SIGN PERMIT #: \_\_\_\_\_

\_\_\_\_\_  
BUILDING OFFICIAL