

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

Sign Requirements

Business identification signs:

1. Signs shall not exceed twenty (20) square feet in the R-O, CBD, and SC districts or sixty (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 exceed beyond the curb line.
5. Freestanding signs shall be permitted only if the signs are set back at least ten (10) feet from the property line. Top of sign shall be no higher than fifteen (15) feet from the ground, no longer than twenty-four (24) square feet in area and affixed to at least a single pole with no guy 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 devises 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: _____

1. Name & Number of applicant: _____
2. Address of applicant: _____
3. Address sign is to be erected: _____
4. 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.
5. Work of constructing and erecting sign is to be done by:

Name: _____

Address: _____

Telephone #: _____

6. Name of insurance carrier of applicant:
(Attach copy of insurance showing liability coverage)
7. A reason detailed drawing must be accompany this application containing the following:
 - A. Size & construction of sign
 - B. Lighting, colors and weight of sign
 - C. Building or occupied space frontage measurements
 - D. Locations of signage
 - E. Total square footage of signage, including existing signage.
8. A \$100.00 fee must be submitted with each application for each sign applied for

Signature of applicant: _____

Signature of property owner: _____

Application approved: _____ Date: _____

Application disapproved _____ Date:- _____

\$100.00 application fee paid on: _____ Receipt#: _____

Sign permit #: _____ Date issued: _____