



**Village of Pawling  
Building Department  
9 Memorial Avenue  
Pawling, New York 12564**

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Email: bldgsecy@villageofpawling.org

**Sign Permit  
Application**

Total Cost: \_\_\_\_\_

Date: \_\_\_\_\_

**For sign requirements and restrictions, please refer to the Code of the Village of Pawling.**

Please contact the Planning Board Secretary for additional information regarding sign requirements and restrictions in the Village of Pawling.

A sign permit is required for each proposed sign. If more than one sign (not including temporary signs or window signs) are proposed at any one location, a Planning Board review will be required.

Are you proposing more than one sign YES \_\_\_\_\_ NO \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Owner:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Sign Designer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Applicant (If different):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Type of Sign (Check all that apply)**

Wall Sign \_\_\_\_\_ Roof Sign \_\_\_\_\_ Window Sign \_\_\_\_\_ Freestanding Sign \_\_\_\_\_ Hanging Sign \_\_\_\_\_ Political Sign \_\_\_\_\_  
Temporary Sign \_\_\_\_\_ A Nameplate \_\_\_\_\_ Building Directory Sign \_\_\_\_\_ Awning Sign \_\_\_\_\_ Directional Sign \_\_\_\_\_ Parking Sign \_\_\_\_\_

**Sign Information**

Is this a new sign or modification of an existing sign? New \_\_\_\_\_ Modification \_\_\_\_\_

Sign Height \_\_\_\_\_ Sign Length \_\_\_\_\_ Area (SQ. FT.) \_\_\_\_\_ Height of Sign above Grade \_\_\_\_\_

Proposed sign message: \_\_\_\_\_

What will the sign be made of: \_\_\_\_\_

How will the sign be secured to the building: \_\_\_\_\_

Application is hereby made to the **Village Building Department** for the issuance of a Sign Permit for construction as herein described, pursuant to provisions of the **Code of the Village of Pawling**. The owner and the applicant agree to comply with all applicable laws, ordinances and regulations and with all regulations and procedures as explained in this application, and will allow all inspectors to enter the premises for all required and necessary inspections. The following regulations shall apply:

- A. This application shall be **completed and signed** by the property owner and the applicant, and submitted to the Building Department.
- B. This application must be accompanied by the following:
  - 1. Sign application for **each** sign
  - 2. Proof of Liability Insurance and Workers Compensation. If the applicant and the sign installer are not the same, the Certificate of Insurance should be the installer's.
  - 3. **Sign plan showing**
    - (a) Dimensions: total square footage, length, width and **total sign height from the ground to the top of the sign.**
    - (b) Proposed design, colors, material.
    - (c) Details of any illumination source. Wiring and other electrical details.
    - (d) Structural details: foundation, vertical/horizontal supports, framing, fastening/joining methods and materials.
- C. For **freestanding signs**, a plot plan of the parcel on which the sign is to be placed delineating **property lines, street lines, building locations and dimensions, parking areas, location and dimension of all other signs on the property, exact location of the proposed sign including dimensions of setbacks from property lines and distance of sign from the building to the leading edge of the sign.**
- D. For **wall signs**, an elevation drawing of the building with location and height of proposed sign from grade to top of sign.
- E. Where a parcel has more than one frontage, the primary frontage shall be designated on the plat plan.
- F. Statement of structural soundness that the sign will withstand wind loads as prescribed in the Building Code of NYS.
- G. Plans shall bear the signature of the owner, applicant, or designer responsible for the design of the sign.
- H. Fees required by the Village Code and as calculated by the building department, shall be paid by check, money order, or cash.
- I. Work covered by this application shall not commence prior to permit issuance and does not encompass work that would otherwise be required by a building permit.
- J. Any deviation from approved plans must be authorized by the approval of revised plans subject to the same procedure established for the examination of the original plans by the building department, including any required fees.
- K. Building Department shall be notified (minimum notice – **48 hours** in advance) according to the required schedule of inspections.
- L. The permit is effective for **one year** from the date of issuance.

#### **Rules and Acknowledgments**

All work shall conform to the Code of the Village of Pawling, and must be completed within 12 months of the date of the sign permit issuance, or a new permit shall be obtained by the Applicant.

I, the undersigned, understand that the permit which may be issued pursuant to this application is issued on the assumption that all of the representations made on this permit application are true and accurate. I have read and understand the provisions of the Village Zoning Code, NYS Building Code and related Rules and Regulations and will comply with said requirements. I understand that if any of the information on this form is found to be untrue or inaccurate, or if the work initiated pursuant to a permit granted based on the representations made on this application is not completed in accordance with the representations made on this permit application, then the permit may be revoked without notice to myself, the contractor, or any other party.

SIGNATURE OF PROPERTY OWNER \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

#### **FOR STAFF USE ONLY:**

DATE/TIME APPLIED \_\_\_\_\_ RECEIVED BY \_\_\_\_\_ APPLICATION # \_\_\_\_\_

ZONING OFFICER APPROVAL \_\_\_\_\_ BUILDING DEPARTMENT \_\_\_\_\_

DATE ISSUED/DENIED \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

Notes: