

Village of Elmsford

BUILDING DEPARTMENT
15 SOUTH STONE AVENUE, ELMSFORD, NY 10523
TELEPHONE (914) 345-1553

SIGN PERMIT CHECKLIST

- ☐ **Building Permit Application**
- ☐ **Worker's Compensation Statement**
- ☐ **Planning Board Approvals**
- ☐ **Zoning Board of Appeals Approvals**
- ☐ **Architectural Review Board Approvals**
- ☐ **Completed Checklist Signed by the Licensed Design Professional**
- ☐ **Seven (7) Sets of Color Renderings**
- ☐ **Samples of Actual Material to be used. (Fabric for Awnings, Sign Face Colors, etc)**
- ☐ **Seven (7) Sets of Plans**

The drawings must be drawn to scale and include an Architect's or Engineer's seal. The following must be included for a permit. Show as a minimum, the following items:

- ☐ Detailed plans
 - o Method of construction and attachment of the sign to the building or structure or in the ground
 - o Electrical requirements
 - o Method of illumination (if applicable)
 - o Protection of vehicle and/or pedestrian rights of way
 - o Square footage of each sign
 - o Design Loads per code requirements
 - ☐ Footing and foundation details.
 - o Reinforcing
 - o Concrete specifications
 - ☐ Exterior Elevations
 - o Overall height
 - o Relationship to the existing structure.
 - o Height to underside of signs and/or awnings from grade
 - o Area of wall in square feet
 - o Percentage of wall covered by all proposed and existing signage
 - ☐ The location of the building, structure or lot to which or upon which the sign is to be erected.
 - ☐ The position of the sign in relation to nearby buildings or structures.
 - ☐ A copy of stress sheets and calculations showing that the structure is designed for dead load and wind pressure in any direction in the amount required by Chapter 273 of the Code of the Village of Elmsford, the Building Code of New York State, and any other applicable laws.
 - ☐ Provide detail for method of attachment to existing structure(s).
 - ☐ Show location of the following: Every sign shall have painted in a conspicuous place thereon, in letters not less than one inch in height, the date of erection, the permit number and the voltage of any electrical apparatus used in connection therewith. .
- ☐ **Seven (7) Copies of Current Plot Plan sealed by surveyor or engineer, identifying all Existing and Proposed Improvements.**

The following must be included on the plot plan for all improvements.

- ☐ Show all dimensions of all property lines.
- ☐ Identify scale used.
- ☐ North direction identified.
- ☐ Easements for utilities including overhead.
- ☐ Name of all adjacent roads and driveway location.

NO WORK CAN COMMENCE UNTIL A PERMIT IS ISSUED AND POSTED AT THE WORK SITE

- ☐ Vehicle parking areas identified.
 - ☐ Section, Sheet, Block, and Lot.
 - ☐ Property owner's name.
 - ☐ All existing structures (including pools) shown and labeled as to their use and the distance from the proposed structure and property lines.
 - ☐ Distance from the proposed sign/awning to ALL property lines.
- ☐ **Written consent of the owner of the building, structure or land to which or on which the sign is to be erected.**

Checklist completed by:

(Print or type name here)

(Title)

(Signature)

(Date)

(Do not write below this line - for official use only)

_____ **Application/Permit Number** ☐ Accepted ☐ Denied

Checklist Reviewed by:

(Print or type name here)

(Title)

(Signature)

(Date)