



SIGN PERMIT

Town of Islip Building Division
One Manittoon Court, Islip, NY 11751
Phone: (631) 224-5466 Fax: (631) 224-5465
www.islipny.gov

COMPLETE THIS APPLICATION IN ITS ENTIRETY AND SUBMIT TO THE PERMITS DEPARTMENT ALONG WITH ALL REQUIRED DOCUMENTATION LISTED BELOW.

PERMIT IS GOOD FOR 1 YEAR, WITH UP TO 3 CONSECUTIVE RENEWALS PERMITTED.

The final fee will be determined by the Permits Department.

Visit islipny.gov/departments/planning-and-development/building-division-permits-section for the current Fee Schedule.

PROPERTY INFORMATION:

Suffolk County Tax Map Number: 0500 - _____ - _____ - _____ Zoning District: _____

Address for Proposed Sign: _____

Property Owner:

Full Name _____ Email _____ Phone _____

Owner Address:

No / Street _____ City _____ State _____ Zip _____

Applicant:

Full Name _____ Email _____ Phone _____

Applicant Address:

No / Street _____ City _____ State _____ Zip _____

Sign Erector:

Full Name _____ Email _____ Phone _____

Business Address:

No / Street _____ City _____ State _____ Zip _____

PROPOSED SIGN INFORMATION:

Sign Wording: _____

Sign Classification: _____

Business / Directional / Directory / Gas Price / Institutional / Industrial / Home Occupation / Place / Office / Marquee / Corporate Awning

Sign Type: Ground Sign Facial Sign Canvas Sign Retail Fuel Canopy Sign

PROPOSED SIGN SPECIFICATIONS:

Sign Dimensions: _____ ft. (height) x _____ ft. (length) = _____ sq. ft. (Max permitted: _____ sq. ft.)

See §68-399 for bonus sign area criteria.

Height from grade to the top of sign: _____ ft. (Max permitted: _____ ft.)

Location of sign (Side of building if facial; Street frontage if ground): _____

Facial Signs only: (a) Width of building front: _____ ft. (b) Projection from building: _____ ft.

Ground Signs only: (a) Length of property street frontage: _____ ft.

Ground signs located within site triangles must comply with §68-404 and §68-405.

(b) Sign setback from street property line: _____ ft. (c) Sign thickness: _____ in.

Is the sign illuminated? Yes No; **If yes, is sign:** Internally-Lit Externally-Lit EMC* (Electronic Message Center)

Illumination may occur only between sundown and 10 pm or close of business, and shall be of an even intensity and use below 15 watts per sq. ft. Electrical Inspection and Electrical Certificate required after installation.

OFFICE USE ONLY

PLACE STICKER HERE

Filing Date: _____ By: _____

Issued Date: _____ Expiration: _____

Use of Building: _____ Zone: _____

Total SF of Sign: _____ SF Fee: \$ _____

Filing Fee Receipt No.: _____

SF Fee Receipt No.: _____

***EMC SIGN REQUIREMENTS (for the lifetime of the sign):**

- Message hold time shall be a minimum of 45 seconds.
- Messages shall be static, with no dynamic or “animated” features, aside from their transition.
- Transitions between messages shall last less than 1 second, and shall be “dissolve” type or instantaneous “slideshow” type transitions.
- The night time brightness shall be less than .3 foot-candles above ambient brightness levels at a distance of 60 feet away, ensured through the provision of auto-dimming photocell technology in the construction of the sign.

PERMIT REQUIREMENTS — DUE WITH APPLICATION SUBMISSION:

1. Certificate of Occupancy.
2. Two (2) 8.5” x 11” color copies of the proposed sign and storefront elevations, if applicable, including dimensions, area, overall height, width of building and setbacks.
3. Site plan/Survey indicating the location of the proposed sign, setbacks, and any existing signs that will remain.
4. Insurance Certificates:
 - NYS Workers Compensation Insurance* – NYS Form C-105.2, NYS GSI-105.2 (2/02), NYS Form U-26.3, or if exempt, NYS Form CE-200.
 - NYS Disability Insurance* – NYS Form DB-120.1, NYS Form DB-155, or if exempt, NYS Form CE-200.
*ACORD Forms are not acceptable proof of NYS Worker’s Compensation or Disability benefits insurance coverage.
5. Covenants/Conditions on the property, if applicable (Change of Zone, Planning Board, Zoning Board); List all Application Numbers: _____
6. Electronic Message Center (EMC) affidavit, if applicable.

Installation cannot occur until the Sign Permit is issued. After installation, a final inspection is required and electrical certificate submitted, if applicable, before the sign may be added to the certificate of occupancy.

Please be advised that by submitting the within application to the Town of Islip for the requested purpose, you, as the applicant, acknowledge and agree that a modification or addition may be made to your certificate of occupancy/compliance. No further notice of any resultant modification or addition shall be required.

I attest that the information on this application is true and correct to the best of my knowledge in accordance with Zoning Chapter 68—Article XXIX, any Property Covenants or Conditions which would affect the design or installation of this sign, and that the proposed work is authorized by the owner.

PROPERTY OWNER:

Print

Signature

SWORN TO ME ON THIS

_____ DAY OF _____ 20 _____

Notary Public

APPLICANT:

Print

Signature

SWORN TO ME ON THIS

_____ DAY OF _____ 20 _____

Notary Public