



All commercial and industrial signs in the Town of Huntington are required to have a permit. The Huntington Town Code Section §198-97 requires that all signs other than those exempted in §198-92A shall be subject to the issuance of a sign permit and/or an inspection by the Sign Inspector to determine that the sign complies with all applicable regulations. No sign shall be erected until the inspection by the sign inspector is complete and sign permit has been issued.

**PROCEDURE TO APPLY FOR A PERMIT TO ERECT A SIGN**

**APPLICATION: Complete Application Forms SP1, SP2 & SP 3.**  
All Awning signs, please provide a copy of the building permit for the awning.

**SUFFOLK COUNTY CONSUMERS AFFAIRS SIGN INSTALLERS LICENSE NUMBER**

**\*\*\*\* YOU MUST HAVE YOUR CERTIFICATE OF OCCUPANCY OR A PERMITTED USE \*\*\*\***  
**\*\*\*\* FROM BUILDING DEPARTMENT \*\*\*\***

**\*\*\*\*\*INCOMPLETE APPLICATION FORMS WILL BE RETURNED\*\*\*\*\***

**SURVEY:** For Free Standing Signs, 1 copy of a survey showing all structures and the location of the sign.

**PLANS:** Plans may be attached to the application form. Include One (1) elevation and specification plan of the sign, showing dimensions, materials and details of the sign construction and affix One (1) sketch of the sign showing its wording and coloring, and the dimensions of the wall. For ground signs, or directory signs, front and side yard setbacks must be shown.

**ALL SIGNS INSTALLED MUST MEET THE REQUIREMENTS OF CHAPTER 16 and CHAPTER 31 OF THE BUILDING CODE OF NEW YORK STATE  
CHAPTER 27 ELECTRICAL ACCORDANCE TO NFPA70.**

**ALL PLANS MUST SHOW SNOW & WIND LOADS FOR THE SIGN ALONG WITH FASTENERS THAT ANCHOR THE SIGN TO THE BUILDING.**

**CERTIFICATE OF WORKMEN'S COMPENSATION AND DISABILITY BENEFITS:**

Proof that required workers' compensation and disability benefits coverage has been obtained, or is not required per Section 57 of the Workers' Compensation Law and Section 220, subd. 8 of the Disability Benefits Law.

**FEE:** As per section §198-97, fees for facial, monument and freestanding signs are \$3.00 per square foot.

The minimum fee is \$75.00.

Please make checks payable to "Town of Huntington".

Fees are nonrefundable. Returned Check Fee \$20.00

Inspection fee as required per § 198-97 (A) (3) shall be \$35.00 per sign with a maximum fee of \$125.00 per location.

**CHECK, MONEY ORDER OR CREDIT CARD MASTER CARD,VISA,AMERICAN EXPRESS,DISCOVER CARD**  
**\*\*\*\*\* NO CASH WILL BE ACCEPTED OVER \$25.00\*\*\*\*\***

**\*\*\*\*Signs installed without permit will be three times the amount established from above.\*\*\*\***

**YOU MUST HAVE ALL APPLICATIONS FILLED OUT COMPLETEY!**

For Further information, please call: Robert Simpson Senior Sign Inspector (631) 351.3140/351.3031  
FAX 631.351.3169 EMAIL: RSimpson@HuntingtonNY.gov

Revised 4/30/2014



APPLICATION FOR SIGN PERMIT

Town of Huntington, 100 main st, Room 310 Huntington, N.Y. 11743
631.351.3140 FAX 631.351.3169



DATE \_\_\_\_\_ ZBA NO. \_\_\_\_\_ BUILDING PERMIT / CO / PERMITTED USE NO. \_\_\_\_\_

FEE \$ \_\_\_\_\_ AREA OF SIGN \_\_\_\_\_ HT x \_\_\_\_\_ W = \_\_\_\_\_ SQ.FT OR .15% PRINCIPAL FRONTAGE = \_\_\_\_\_ SQ. FT.

ZONE \_\_\_\_\_ SUFFOLK COUNTY TAX MAP#: 0400 SEC. \_\_\_\_\_ BLK. \_\_\_\_\_ LOT \_\_\_\_\_

LOCATION OF LOT: (WHICH CORNER OR WHAT SIDE OF STREET & DISTANCE FROM NEAREST INTERSECTION?)

NAME OF BUSINESS \_\_\_\_\_ STORE OR BRANCH # \_\_\_\_\_

CORPORATION NAME \_\_\_\_\_

NAME OF APPLICANT SIGN OWNER \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_

BUSINESS ADDRESS /PO BOX \_\_\_\_\_

CORPORATION BILLING ADDRESS \_\_\_\_\_

NEW ( ) REPLACEMENT ( ) SEND RENEWAL TO ( ) SIGN OWNER ( ) CONTRACTOR ( ) PROPERTY OWNER

( ) FACIAL BOX SIGN ( ) CHANNEL LETTER ( ) PIN LETTERS ( ) FREESTANDING ( ) MONUMENT ( ) AWNING ( ) WINDOW

( ) DIRECTORY SIGN ( ) FACIAL PANEL SIGN TO BE ILLUMINATED? ( ) YES ( ) NO TYPE: ( ) DIRECT ( ) INDIRECT

SIGN TO FACE ( ) N ( ) S ( ) E ( ) W ELEVATION BUILDING ( ) SINGLE TENANT ( ) MULTIPLE TENANT

ARE THERE ANY OTHER SIGNS ON THIS BUILDING? ( ) YES ( ) NO HOW MANY? \_\_\_\_\_

AFFIDAVIT OF PROPERTY OWNER

STATE OF NEW YORK
SS:
COUNTY OF SUFFOLK

I, We .....the owner of the premises
described in this application have read the foregoing application and hereby consent that a sign be erected and maintained in accordance with this application.

PROPERTY OWNERS ADDRESS \_\_\_\_\_

SWORN BEFORE ME THIS .....DAY
OF.....,20.....

Signature of Owner of Property

NOTARY OF PUBLIC

AFFIDAVIT OF SIGN OWNER

In consideration of the foregoing application made to the Department of Public Safety of the Town of Huntington,

Huntington, N.Y., (I) (We) .....
Hereby agree to preserve and save harmless the Town of Huntington from any and all liability and damage and from all cost and expense for and by reason of any injury or damage to persons or property arising from or in any way connected with the erection, placing or hanging of such sign or in the maintenance thereof

SWORN BEFORE ME THIS ..... DAY
Of.....20.....

Signature of Sign Owner

NOTARY OF PUBLIC

FOR CREDIT CARD PAYMENT FILL OUT BELOW:

AMERICAN EXPRESS  VISA  MASTERCARD  DISCOVER CARD  AMOUNT \$ \_\_\_\_\_

ACCOUNT # \_\_\_\_\_ 3 DIGIT CODE ON BACK OF CARD \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

CARD HOLDER SIGNATURE X \_\_\_\_\_ 4 Digit Code for Amex \_\_\_\_\_

For Office Use Only
APPROVED DATE \_\_\_\_\_ PERMIT # \_\_\_\_\_ APPROVED BY \_\_\_\_\_ CHECK # \_\_\_\_\_

Historic Preservation Review - Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Sign Fee \$ \_\_\_\_\_ 3X FEE \$ \_\_\_\_\_



TOWN OF HUNTINGTON  
SIGN CONTRACTOR / INSTALLER INFORMATION  
100 MAIN ST, ROOM 310 HUNTINGTON, NY 11743  
631.351.3140 FAX 631.351.3169



NAME OF SIGN CONTRACTOR \_\_\_\_\_

ADDRESS \_\_\_\_\_

TOWN \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_ CONTACT PERSON \_\_\_\_\_

SUFFOLK COUNTY SIGN HANGERS LICENSE NUMBER \_\_\_\_\_

DATE OF EXPIRE \_\_\_\_\_

**FOR ALL NEW ILLUMINATED SIGNS YOU MUST FILL OUT SECTION BELOW**

SUFFOLK COUNTY ELECTRICAL LICENSE NUMBER \_\_\_\_\_

DATE OF EXPIRE \_\_\_\_\_

**IF A ELECTRICAL CONTRACTOR IS USED PLEASE FILL OUT BELOW**

\_\_\_\_\_  
\_\_\_\_\_

NAME OF ELECTRICAL CONTRACTOR \_\_\_\_\_

ADDRESS \_\_\_\_\_

TOWN \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_

SUFFOLK COUNTY ELECTRICAL LICENSE NUMBER \_\_\_\_\_

DATE OF EXPIRE \_\_\_\_\_

**\*\*\*\*NOTE COPY OF INSURANCE IS REQUIRED\*\*\*\***

**ALL NEW ILLUMINATED SIGNS INSTALLED REQUIRE A  
ELECTRICAL INSPECTION CERTIFICATE.**







## Free-Standing & Monument Sign Setbacks

Set Back Minimum – 10 feet ' back from the right of way or property line.

MIN 6 FT FROM GROUND TO BOTTOM OF SIGN FOR FREE-STANDING SIGNS

\*\*\*MONUMENT SIGNS SHALL BE NO GREATER THAN SIX (6) FOOT HIEGHT ABOVE GRADE & NOR MORE THAN SIXTY (60) SQ FT IN AREA.

<u>Set backs</u>	<u>Max. square footage</u>	<u>Max. height</u>
10	32	16'
11	34	17'
12	36	18'
13	38	19'
14	40	20'
15	42	21'
16	44	22'
17	46	23'
18	48	24'
19	50	25'
20	52	26'
21	54	27'
22	56	28'
23	58	29'
24	60 ***	30' ** <u>MAX HEIGHT ALLOWED BY TOWN CODE</u>
25	62	
26	64	
27	66	
28	68	
29	70	
30	72	
31	74	
32	76	
33	78	
34	80	
35	82	
36	84	
37	86	
38	88	
39	90	
40	82	
41	94	
42	96* *	<u>MAX SQ FT ALLOWED BY TOWN CODE</u>

\*\*\*FOR MORE INFO SEE SECTION 198-92 I(2) A-H AND (3)–(5) OF THE TOWN CODE.\*\*\*



**APPLICATION FOR HOME OCCUPATION SIGNS**  
 Town of Huntington, 100 main st, Room 310 Huntington, N.Y. 11743



DATE \_\_\_\_\_ INSPECTION FEE \$ \_\_\_\_\_ ZBA NO. \_\_\_\_\_ BUILDING PERMIT / CO / PERMITTED USE NO. \_\_\_\_\_  
 PROPERTY TAX MAP#: 0400 SEC. \_\_\_\_\_ BLK. \_\_\_\_\_ LOT \_\_\_\_\_ AREA OF SIGN \_\_\_\_\_ HT x \_\_\_\_\_ W = \_\_\_\_\_ SQ.FT  
 ZONE \_\_\_\_\_

LOCATION OF LOT: (WHICH CORNER OR WHAT SIDE OF STREET & DISTANCE FROM NEAREST INTERSECTION?)

\_\_\_\_\_ PHONE # ( ) \_\_\_\_\_

NAME OF BUSINESS \_\_\_\_\_ NAME OF OWNER \_\_\_\_\_

BUSINESS ADDRESS /PO BOX \_\_\_\_\_

TOWN \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

NEW ( ) REPLACEMENT ( ) SEND RENEWAL TO ( ) PROPERTY OWNER

( ) PIN LETTERS ( ) FREESTANDING ( ) MONUMENT

( ) FACIAL PANEL SIGN TO BE ILLUMINATED? ( ) YES ( ) NO TYPE: ( ) DIRECT ( ) INDIRECT

SIGN TO FACE ( ) N ( ) S ( ) E ( ) W

NAME OF CONTRACTOR / INSTALLER \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE ( ) \_\_\_\_\_

SUFFOLK CONSUMER AFFAIRS SIGN INSTALLERS LICENSE NUMBER # \_\_\_\_\_

CONTRACTORS ELECTRICAL LICENSE NUMBER AND NAME # \_\_\_\_\_

**AFFIDAVIT OF PROPERTY OWNER**

STATE OF NEW YORK  
 SS:  
 COUNTY OF SUFFOLK

I, We .....the owner of the premises described in this application have read the foregoing application and hereby consent that a sign be erected and maintained in accordance with this application.

PROPERTY OWNERS ADDRESS \_\_\_\_\_

SWORN BEFORE ME THIS .....DAY  
 OF.....,20.....

NOTARY OF PUBLIC

.....  
 Signature of Owner of Property

**AFFIDAVIT OF SIGN OWNER**

AMERICAN EXPRESS  VISA  MASTERCARD  DISCOVER CARD  AMOUNT \$ \_\_\_\_\_

ACCOUNT # \_\_\_\_\_ 3 DIGIT CODE ON BACK OF CARD \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

CARD HOLDER SIGNATURE X \_\_\_\_\_ 4 Digit Code for Amex \_\_\_\_\_

For Office Use Only

APPROVED DATE \_\_\_\_\_ APPROVED BY \_\_\_\_\_ CHECK # \_\_\_\_\_ INSPECTION FEE \$ \_\_\_\_\_

Historic Preservation Review - Approved \_\_\_\_\_ Disapproved \_\_\_\_\_



# TOWN OF HUNTINGTON

FRANK P. PETRONE, *Supervisor*

DEPARTMENT OF PUBLIC SAFETY

For Office use only;  
Approved Date: \_\_\_\_\_  
Paid Amount :\$ \_\_\_\_\_  
Check # \_\_\_\_\_  
Permit # \_\_\_\_\_  
Expiration Date: \_\_\_\_\_

## TEMPORARY EVENT & GRAND OPENING SIGN APPLICATION

**TEMPORARY EVENT**  
( 15 CONSECUTIVE DAYS ONLY)

**GRAND OPENING**  
( 30 CONSECUTIVE DAYS )

1. Start of Display Date: \_\_\_\_\_ End of Display Date: \_\_\_\_\_
2. Business Name \_\_\_\_\_ Phone#: \_\_\_\_\_
3. Address: \_\_\_\_\_
4. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
5. Tax Map #: \_\_\_\_\_
6. Contact Person : \_\_\_\_\_ Phone #: \_\_\_\_\_
7. Property Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_
8. Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Types of Display Signage (Check All the sign types you plan to display)

- Temporary signs(maximum (5) not to exceed (90)sq ft, no single sign shall exceed (32)sq ft)
- Balloons       Pennants/Streamers       Flags (United States Flag/any other Nation Exempt)
- Wind Animated Devices       Inflatable Statuary       Rigid Portable Signs (maximum height, 6 feet)
- Other \_\_\_\_\_

I certify that the information on this application furnished by me is true and correct and that the applicable requirements (see 198-93.1) of the Town of Huntington Sign code will be met.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\* FEES: \$50.00 PER EVENT \*\*\*CHECK, MONEY ORDER OR CREDIT CARD ONLY \*\*\***

**FOR CREDIT CARD PAYMENT :** ACCOUNT # \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

AMERICAN EXPRESS     VISA     MASTER CARD     DISCOVER CARD     AMOUNT\$ \_\_\_\_\_

3 DIGIT CODE ON CARD \_\_\_\_\_ 4 DIGIT ON AMEX \_\_\_\_\_ CARD HOLDER SIGNATURE \_\_\_\_\_