



Town of
Huntington
A Shore to Explore Founded 1653
Long Island, NY

PROCEDURE TO APPLY FOR A HOME OCCUPATION SIGN PERMIT UNDER 198-92 B OF THE TOWN CODE.

APPLICATION: Complete Application Forms: H.O.S.P. 1

YOU MUST HAVE YOUR CERTIFICATE OF OCCUPANCY FOR THE HOME OCCUPATION FROM BUILDING DEPARTMENT.

SEE: 198-2 DEFINITIONS AND WORD USAGE FOR HOME OCCUPATION

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

SURVEY: Free-Standing & Monument Signs, 1 copy of a survey showing all structures and the location of the sign. (10') Ten foot setback off property line.

PLANS INCLUDED: One (1) elevation and specification plan of the sign, showing dimensions, materials, details, wording & coloring of the sign.

Plans must show dimensions of primary elevation.

Engineered Stamped Plans are Required for New free-standing / monument signs.

**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.**

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

INSPECTION FEE: \$125.00 PER SITE

Fees are nonrefundable. Returned Check Fee \$20.00

CHECK, MONEY ORDER OR MAJOR CREDIT CARDS

******* NO CASH PAYMENTS WILL BE ACCEPTED OVER \$25.00*******

Please make checks payable to "Town of Huntington".

*******YOU MUST HAVE ALL FORMS FILLED OUT COMPLETELY*******

SUFFOLK COUNTY CONSUMERS AFFAIRS SIGN INSTALLERS LICENSE NUMBER IS REQUIRED

For Further information, please call: Robert Simpson Senior Sign Inspector (631) 351.3140/351.3031

FAX 631.351.3169

EMAIL: RSimpson@HuntingtonNY.gov

APPLICATION FOR HOME OCCUPATION SIGNS
Town of Huntington, 100 main st, Room 310 Huntington, N.Y. 11743
INSPECTION FEE \$125.00 PER SITE INSPECTION

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 _____ EMAIL _____

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 _____ 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 ADDRESS _____ OWNERS

SWORN BEFORE ME THIS DAY OF 20.....
..... Signature of Owner of Property

NOTARY OF PUBLIC

INSPECTION FEE \$125.00 **SERVICE FEE WILL BE ADDED TO EACH CREDIT CARD CHARGE(APPROX 3%)**

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 _____