



TOWN OF TUSTEN BUILDING DEPARTMENT
210 BRIDGE STREET, PO BOX 195
NARROWSBURG, NEW YORK 12764
845-252-7146 prompt 2 FAX 845-252-7476
EMAIL: codeenforce@tusten.org

APPLICATION FOR SIGN PERMIT

FEE IS \$25.00 and \$25.00 CERTIFICATE OF COMPLIANCE

DATE: _____

APPLICANT NAME: _____

APPLICANT ADDRESS: _____

APPLICANT TELEPHONE: _____

OWNER NAME: _____

OWNER ADDRESS: _____

OWNER TELEPHONE: _____

PERSON PREPARING PLANS AND SPECIFICATIONS: _____

PERSON ERECTING OR AFFIXING THE SIGN: _____

TAX MAP SECTION: _____ BLOCK: _____ LOT: _____

ZONE DISTRICT _____ [AS PER SCHEDULE OF REGULATIONS]

PROPOSED LOCATION OF SIGN _____

SIZE: _____

PLEASE CHECK ONE -- ONE FACE _____ TWO FACES _____

HEIGHT FROM GROUND: (BOTTOM OF SIGN) _____

(TOP OF SIGN) _____

PLEASE NOTE THAT THE SIGN PERMIT APPLICATION NUMBER MUST APPEAR ON THE LOWER RIGHT SIDE OF SAID SIGN.

PROVIDE, IN TRIPLICATE, A SCALED DRAWING TO SHOW:

- Location of the building, structure, or zoning lot on which the sign is to be erected or affixed
- Accurate placement of the proposed sign
- Sign dimensions
- Color of graphics
- Illumination Source and location (if any)
- Materials and weight of proposed sign

PLEASE NOTE THAT WRITTEN CONSENT OF THE OWNER OF THE PROPERTY IS REQUIRED

In the case of billboards, a copy of stress sheets and calculations prepared or approved by a registered structural engineer, licensed by the State of New York, showing the sign is designed for dead load and wind pressure in any direction in the amount required by this and all other applicable Laws of the Town.

If a sign permit is issued and the sign is not completed and in place within 90 days, said permit shall become null and void.

INSPECTION REQUIREMENTS:

- A. Footer inspection on all free standing signs. However, the Code Enforcement Officer (CEO) may waive the required inspection for signs (8) feet or less in height or twenty-four (24) square feet in area.
- B. A final site inspection to ensure the sign has been constructed according to the approved application, including inspection of braces, anchors, supports, connections, wall signs and markings.
- C. Final inspection shall also ensure that applicant has included the permit number in the lower right side of said sign.

Signature of Applicant

Date

Property Owner Approval _____
Signature of Owner

Date

