



Town of North Hempstead

Department of Building Safety, Inspection & Enforcement



210 Plandome Road, Manhasset, NY 11030-2326

www.northhempsteadny.gov

Sign Erector License Requirements

A Town of North Hempstead Sign Erector License must be obtained by all sign installers who will be installing signs in the Town.

The **License Application** must be completed in its entirety. We prefer that bonds, insurances and related documents are submitted electronically. If you choose to submit documents by mail or in person you must do so within three business days of submitting your application. We will not begin reviewing your application until all necessary documents have been submitted.

Upon initial review of your application you will receive a **Sign Installer Notarization Form**. This form requires your signature and must be notarized and returned to us prior to the issuance of your license.

The application fee for a Sign Erector License is **\$500.00**. This fee is non-refundable and is **due upon submission of your application**. The License period is **1 Year**. The fee for license renewal is **\$250.00**. We accept all major credit cards and E-Checks. Credit card payments incur a service/convenience fee of 2.95%. Payments by E-check incur a fee of \$1.75 per transaction. The Town of North Hempstead does not profit from this fee.



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Below is the list of documents required to be submitted with your License application. If you have any questions, please contact the Licensing Coordinator, [Kristen Trinidad](#).

<input checked="" type="checkbox"/>	<p>Original Bond to include the following:</p> <ul style="list-style-type: none"> a) Principal’s Signature and Seal (if corporation) on Bond. b) Surety Signature and Seal on Bond. c) Acknowledgment of Bond by Surety Company & Acknowledgment of Bond by Principal. d) Corporate Financial Statement and Power of Attorney of Surety Company. e) Correct Section of Town Code- Article XXI, §70-199. f) The dates of the Bond should be the current date to the last day of the year.
<input checked="" type="checkbox"/>	<p>Insurances</p> <ul style="list-style-type: none"> a) General Liability Insurance Certificate with coverage of \$100,000/\$300,000 Bodily/Personal Injury and not less than \$25,000 Property Damage. Certificate must also contain licensee’s name. The insurance must remain in full force and effect throughout the license period. All insurance certificates must name the Town of North Hempstead as CERTIFICATE HOLDER & must contain a fifteen (15) day CANCELLATION CLAUSE. All certificates must cover the initial year. b) Certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law § 57 (2) evidencing proof of workers' compensation insurance certificate or proof of the contractor not being required to secure same (A NYS CE-200 form must be submitted as such proof); and c) Certificates or affidavits approved by the State Workers' Compensation Board pursuant to State Workers' Compensation Law § 220 evidencing proof of disability benefits insurance certificate or proof of contractor not being required to secure same (A NYS CE-200 form must be submitted as such proof). <p>For further information, please reference our Insurance Requirements.</p>