



Town of North Hempstead

Department of Building Safety, Inspection & Enforcement



210 Plandome Road, Manhasset, NY 11030-2326

www.northhempsteadny.gov

Requirements for Sign Permits

Issued pursuant to Article [21](#) of the Code of the Town of North Hempstead

A permit is required for the installation, placement, displaying, alteration, maintaining and/or repair of any illuminated and/or non-illuminated billboards, wall signs, ground signs, tower signs, hanging/blade, gasoline station signs, billboards, marquees, or awnings on a property.

Upon initial review of your application, you will receive a **Property Owner-Sign Owner Affidavit Form**. This form must be signed by the **owner(s) of the property or owner's representative & the applicant/sign owner**, notarized, and returned to us prior to the issuance of your permit.

If multiple signs or awnings are being installed, **you must file a separate application for** each. Signs must be erected by a licensed sign erector holding a current sign erector's license from The **Town of North Hempstead**. New ground signs and awnings require the submission of a **Commercial Building Application** with footing and construction details (for signs), sealed and signed by an engineer or architect for the new ground sign. All signatures and seals must be originals.

Please note: Per [Chapter 70, Article XXI, §197J](#) of the Town Code All signs which direct, emit, radiate or reflect any beam, ray, gleam or glare of light on an abutting residential district shall be extinguished within one-half (1/2) hour after the close of business and in no event later than 11:00 pm. The close of business shall be deemed to be that time at which the premises are closed to the public. Lights within business establishments may be kept on during the entire night, provided that the total amount of illumination does not exceed 20-foot candles.

The fee for a wall or ground sign is based on square footage of the sign and is assessed at **\$.50** per square foot. The initial application fee for a Sign Permit is **\$50.00**. The initial fee for Billboards is **\$500.00**. Please note that a new faceplate change on an existing light box is considered a new sign. Each sign can be renewed for an additional three-year period provided that an application is made no later than 20 days prior to the expiration date together with the payment of a renewal fee of **\$50.00**. Permit for **Billboards** shall expire on the last day of the calendar year following the date of issuance. A fee of two **(2)** times the normal fee will be charged for legalizing a sign or awning erected without the benefit of a permit. Upon approval you will receive an email outlining the total due. Payment must be made online. We accept all major credit cards and E-Checks. Credit card payments incur a service 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 service fee.

Below is the list of documents required to be submitted with your application. Please [contact us](#) if you have further questions.



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	<p>Site Plans</p> <ul style="list-style-type: none"> • Wall Signs (Wall, Awning, Hang/Blade, Tower, & Marquee Signs) – Provide a site plan showing location of the sign on the building and its proximity to the street & parking areas. • Ground Signs (Ground & Billboard Signs) – Provide site plan showing location of the ground sign on the property, and its proximity to the street, its setback from the property line(s) and parking areas.
	<p>Digital Photos</p> <ul style="list-style-type: none"> • Wall Signs (Wall, Hang/Blade, Tower, & Marquee Signs) – Provide digital photos depicting the following: Elevation sketch of the sign indicating the overall sign dimensions, sign projection and connection details of how the sign will be secured to the building; Entire elevation on which the sign will be installed indicating the width of the façade, location of the sign on the building and all dimensions of the sign, including height between the ground level and the top of sign. • Ground Signs (Ground & Billboard Signs) - Provide a digital photo of an elevation or elevation sketch with location of the ground sign and all dimensions of the ground sign, including height from ground level and height between the ground and bottom of sign. • Awning Signs – Provide a digital photo of an elevation or elevation sketch with location of the awning on the building and all dimensions of the awning, including height between the ground level and the bottom of awning.
	<p>Building Permits - If new construction, alterations, or improvements are being made, a properly prepared Building Permit is required. This includes any new pole, mount, or pylon structure for ground signs & billboards, and the addition of any awning structure (frame), tower, or marquee to the building for their respective signs.</p> <ul style="list-style-type: none"> • Awning Structure - Details outlining the awning structure, fastening details to the wall, and wind and snow load calculations must be provided by a licensed engineer or architect.
	<p>Underwriter’s Certificate</p> <ul style="list-style-type: none"> • Signs - An electrical underwriter’s certificate is required for all electrified signs prior to an approval. • Awnings - An electrical underwriter's certificate is to be submitted for any indirect illumination prior to an approval.
	<p>Awnings</p> <ul style="list-style-type: none"> • A Certificate of flame resistance, Class A required. <p>Please Note: The only graphics permitted on an awning are the Name of Business, Street Name, and Phone Number.</p>



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Only sign erectors licensed with the **Town of North Hempstead** may erect a sign. **Proof of insurance** must be submitted with your application as follows:

(a) Proof of General Liability insurance with completed operations to which the Town of North Hempstead has been added as Certificate Holder; The policy must not contain the **X.C.U. Exclusion**.

(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)

If you are the homeowner, completing the work yourself with no or minimal assistance of up to a total of 40 man-hours per week you must complete **Form BP-1 - Affidavit of Exemption to Show Specific Proof of Workers' Compensation Insurance Coverage for a 1, 2, 3 or 4 Family, Owner occupied Residence**. This form must be signed and notarized and **attached** to this application.

All insurances must name the Town of North Hempstead at the above address as "Certificate Holder" or "Additional Insured". For further information, please reference our [Insurance Requirements](#).

