



HOUSING AND DEVELOPMENT ADMINISTRATION
THOMAS APPLEBY, Administrator

Department of Buildings
120 WALL STREET, NEW YORK, N.Y. 10005

JEREMIAH T. WALSH, P.E., Commissioner

OCT. 17, 1974

GENERAL BUILDING DEPARTMENT GUIDELINES

FOR OBTAINING AND MAINTAINING AN

ILLUMINATED SIGN PERMIT

In order to facilitate the possible legalization of your illuminated sign, for which a violation is being filed, the enclosed application forms are attached for you to fill out and file by yourself or if you so desire, to present to a professional service you may engage to file on your behalf.

1. An Illuminated Sign Application is required to be filed and approved by this department and the required permit fees paid to establish a legal basis for the previously installed sign. The Administrative Code requires that illuminated signs be erected only by or under the supervision of a licensed sign hanger.
2. An illuminated sign includes all ground signs, wall signs, roof signs, projecting signs, and marquee signs that project beyond the building line, and are lighted by internal or external sources and powered by electrical means. Every illuminated sign shall be constructed of noncombustible materials except as permitted in Section C26-716.0 of the Administrative Code.
3. The attached Illuminated Sign Application is to be filled out (typed) in triplicate in accordance with the sample supplied, giving the Block and Lot Number, the zoning district if known and the location, which is the legal address of the premises and its distance from the nearest corner.
4. Do not make any entries in the examination section as this will be for department purposes.
5. The next section is to be filled in to the extent that the information is known by you.
6. The reverse side of the application provides for the property owner's authorization to erect the illuminated sign. The owner of the property upon which the sign is erected is required to sign the authorization before a notary.

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7. The applicant (the person displaying the sign) is also required to sign in the space provided and to show a sketch and description of the sign including the dimensions.
8. The bottom section of the reverse side will be for department use. Do not fill in.
9. As all signs are required to be inspected and approved by the Bureau of Gas and Electricity, please verify that the approval decal has been affixed to your sign and note the decal number on the application. The decal is usually applied at the manufacturer's shop where the inspection takes place. In the event you do not have a decal similar to one of those on the attached facsimiles, you or your representative are to obtain a copy of the electrical certificate of inspection from your sign manufacturer or write to your borough office of the Department of General Services, Bureau of Gas and Electricity for further instructions. Addresses listed below:-

Dept. of General Services
Bureau of Gas and Electricity
Room 607
1932 Arthur Avenue
Bronx, N. Y. 10457

Dept. of General Services
Bureau of Gas & Electricity
350 St. Marks Place
Room 400B
Staten Island, New York 10301

Dept. of General Services
Bureau of Gas and Electricity
120-55 Queens Boulevard
Kew Gardens, N. Y. 11424

Dept. of General Services
Bureau of Gas and Electricity
Room 618
Brooklyn Municipal Building
Brooklyn, N. Y. 11201

Department of General Services
Bureau of Gas and Electricity
Room 2337, Municipal Building
New York, N. Y. 10007

This is an essential prerequisite since faulty circuits may cause serious damage.

10. When all the foregoing has been completed, bring the completed applications to the Building Department office serving your borough. The address can be found at the top of the application form.
11. The application shall be accompanied by the filing fee and the annual permit fees due since the sign has been in use. For your convenience, copies of sections C26-31.0 and C26-32.0 of the Administrative Code are attached, wherein the filing and annual permit fees are set forth.

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12. Unless you can present a copy of the compensation insurance certificate of the sign hanger, at the time of filing you will be required to file a personal affidavit that no one was injured during the erection of the sign and to assume all responsibilities for any injuries or damage that may occur due to any defects of the sign.

13. An annual permit will be issued for continued maintenance of all illuminated signs projecting beyond the street line (including wall signs) after the annual inspection verifies that there has been no change, and the fee prescribed in Section C26.32.0 of the Administrative Code has been paid (the department sends out bills once per year at the start of the calendar year). In the event you fail to file the application and pay all required fees; or, legalization is not feasible due to pertinent provisions of the Zoning Resolution or Administrative Code, the sign must be removed forthwith.



JEREMIAH T. WALSH, P.E.
COMMISSIONER

Dated: October 17, 1977