



## **Town of Riverhead Building Department**

**201 Howell Avenue, Riverhead, New York 11901**

(631) 727-3200 Ext. 213, 268, 283

Fax: 631-208-8039

[www.townofriverheadny.gov](http://www.townofriverheadny.gov)

Jack Wherry, Inspector

### **SIGN PERMIT REQUIREMENTS**

**\*\* All new businesses or changes of tenancy require a Use Permit\*\***

1. Sign Permit application, signed and notarized.
2. Disclosure Affidavit (signed and notarized).
3. Electrical application, signed, notarized and submitted with permit application, additional fee of \$81.00.
4. Survey showing all structures and location of proposed/existing freestanding sign with all setbacks.
5. When Site Plan is required, all submissions should be made to the Planning Department for approval.
6. The certificate(s) of occupancy, certificate(s) of compliance or letter(s) of pre-existing use for all structures located upon the premises where the sign(s) is/are to be installed.
7. Two color renderings (**drawn to scale**) of each sign (**window graphics included**) for which a permit is sought indicating the exact dimensions of the sign, sign area, sign depth or thickness, font type(s) and size(s) of all lettering to be used on the sign. The rendering shall also include a drawing and the dimensions of all structures to be used to support the sign. If the sign is to be attached to a wall, a **scaled drawing** of the sign and its proposed location on the wall shall be submitted with the application.
8. Samples of the actual colors to be used on the sign and/or the PMS color numbers.
9. A list of all materials to be used in constructing the major components of the sign including any supporting structures and illumination. Any illumination proposed shall comply with Article XLV (Outdoor Lighting) of the Town Code of the Town of Riverhead.
10. A color photograph of the existing building including all walls and areas where the sign is to be placed. Any and all signs currently on the building or premises must likewise be indicated and depicted graphically or photographically. Ideally, a second photograph shall be prepared in digital format superimposing the proposed sign onto the façade of the existing building. Such a digital image must be in scale relative to the actual building.
11. Proof of Liability Insurance, Worker's Compensation Insurance Form C-105.2 or U26.3 and NYS disability, showing the property owner and property location.
12. A representative for each sign **must** attend the Architectural Review Board meeting; please sign up for email notifications to be kept aware of meeting times and dates. [www.townofriverheadny.gov](http://www.townofriverheadny.gov)
13. Fee is determined based on Resolution #1200, Dated December 20, 2005; Sign Permit Fees in the amount of \$100.00 per Sign Permit application for a sign with an area no larger than 32 square feet together with one dollar per additional square foot of sign area. Permit fees are nonrefundable per Town of Riverhead Code 52-10 D (16).

**APPLICATION FOR SIGN PERMIT**

Application No. \_\_\_\_\_ Permit No. \_\_\_\_\_ Tax Map No. \_\_\_\_\_  
Date: \_\_\_\_\_ Town Board Approval: \_\_\_\_\_ Receipt: \_\_\_\_\_  
Inspector Approval: \_\_\_\_\_ Building Fee: \_\_\_\_\_ Electrical Fee: \_\_\_\_\_

All information below to be filled out by applicant. A permit must be obtained before commencement of work. This application is to be submitted accompanied by design plans.

**Riverhead Town Registered Sign Maker Information (Name & Address)**

\_\_\_\_\_  
First Name Last Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Sign-maker assigned registration number

**The Owner of The Property Is: (Please Print Clearly)**

\_\_\_\_\_  
First Name Last Name

\_\_\_\_\_  
or Business Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Cellular Number

**Mailing Address (if different from property location):**

The person responsible for the supervision of the work insofar as the Building Code/ Zoning Ordinance apply is:  
**CONTACT PERSON (if different from owner)**

\_\_\_\_\_  
First Name Last Name

\_\_\_\_\_  
or Business Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Contact

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Cellular Number

**\*\*Email Address - (NOTE) Please sign up for E-Notifications at [www.townofriverheadny.gov](http://www.townofriverheadny.gov) for meeting times/updates**

**Type of Sign:** Primary Sign  Secondary Sign

Is this application for a permit to replace a legally existing non-conforming sign? No \_\_\_\_\_ Yes \_\_\_\_\_

Will existing signs be removed? No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, which ones? \_\_\_\_\_

**Below, please choose all that apply:**

New  Permanent  Wall  Roof  Facial (Painted or Affixed)  Altered  Temporary  Window

Awning or Canopy  Illuminated  Single Face  Double Faced  Advertising

Other (describe): \_\_\_\_\_

Freestanding

Business \_\_\_\_\_ Directory \_\_\_\_\_ Double Pole \_\_\_\_\_ Single Pole \_\_\_\_\_ Monument \_\_\_\_\_ Single Sided \_\_\_\_\_ Double

Sided \_\_\_\_\_ Embellishments No \_\_\_\_\_ Yes \_\_\_\_\_ (please describe)

**Location of Sign:**

\_\_\_\_\_  
Off Premises: No \_\_\_\_\_ Yes \_\_\_\_\_

**If Off premises**, has permission been obtained from property owner (REQUIRED), if other than the applicant; upon which the sign is to be erected? No \_\_\_\_\_ Yes \_\_\_\_\_ **PROOF OF SAME NEEDS TO BE PROVIDED**

**Please provide evidence (copy of title deed) of any Covenants & Restrictions on property by contacting the Suffolk County Clerk or the owner of the property where the sign is to be placed.**

**Zoning/Use District:** \_\_\_\_\_

**Dimensions of new sign:**

Width \_\_\_\_\_ Height \_\_\_\_\_ Area \_\_\_\_\_

**For Illuminated signs:**

Describe number of lights, type, placement, wattage and shielding mechanism. Provide information on the drawings.

**For wall, roof, awning, canopy or marquee signs:**

Width of storefront or building wall \_\_\_\_\_ feet \_\_\_\_\_ inches

Area or width & height of wall section/segment where sign is to be placed:

Area \_\_\_\_\_ or Width \_\_\_\_\_ & Height \_\_\_\_\_

**For Window signs:**

Area of Window \_\_\_\_\_ square feet

**Materials to be Used: May use separate page**

\*\*\*Submit any additional information including photographs of all existing signs pertaining to this business that will assist the Building Inspector and the ARB to make an informed decision. The location of all existing signs should be clearly indicated on the drawings.

**No Sign Can Be Erected Until The Town Board Approval Is Obtained & A Sign Permit Has Been Issued. It Is Advisable Not To Order Your Sign Until All Approvals Are Obtained.**

\_\_\_\_\_ has submitted papers for a sign permit, dated \_\_\_\_\_  
Name of Applicant

Town of Riverhead)  
County of Suffolk) s.s.  
State of New York)

I swear that to the best of my knowledge and belief the statements contained in this application, together with the plans and specifications submitted, are true and complete statements of proposed work to be done on the described premises and that all provisions of the BUILDING CODE, THE ZONING ORDINANCE, and all other laws pertaining to the proposed work shall be complied with, whether specified or not, and that such work and inspections are authorized by the owner.

Signature \_\_\_\_\_  
(Owner, Owner's Agent, Architect, Contractor

Sworn to before me this \_\_\_\_\_ day

of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(Notary Public, Suffolk County, State of New York)

**Read this document carefully.  
You may consult your attorney before completing.**

**Disclosure Affidavit**

**STATE OF NEW YORK)**

SS:

COUNTY OF SUFFOLK)

I, \_\_\_\_\_ an applicant for the following relief: \_\_\_\_\_ and being duly sworn, deposes and says:

under the penalty of perjury and swear to the truth thereof.

**That I understand that this affidavit is required by Section 809 of the General Municipal Law and that a knowing failure to provide true information is punishable as a misdemeanor. Being so warned, I state:**

That \_\_\_\_\_ is a State Officer, is an officer or employee of Riverhead Town  
(Name of Relative)  
and:

***Check here if not applicable (i.e., you have no relative working for the Town of Riverhead.) and please sign below before a notary public.***

**That this person has an interest in the person, partnership or association requesting the above stated relief.**

That for the purpose of this section, an officer or employee shall be deemed to have an interest in the applicant where he, his spouse, or their brothers, sisters, parents, children, grandchildren or the spouse of any of them.

- a. is an applicant,
- b. is an officer, director, partner or employee of the applicant,
- c. legally or beneficially owns or controls stock of a corporate applicant or is a member of a partnership or association, applicant, or
- d. is a party to an agreement with such an application, express or implied whereby he may receive any payment or other benefit, whether or not for services rendered, dependant or contingent upon the favorable approval of such application, petition or request.
- e. That ownership of less than five (5) per cent of the stock of a corporation whose stock is listed on the New York or American Stock Exchange shall not constitute an interest for the purpose of this section.

\_\_\_\_\_  
(Signature)

Sworn to before me this \_\_\_\_\_ day

of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

SCTM# \_\_\_\_\_ ZB# \_\_\_\_\_ Receipt No. \_\_\_\_\_

### Application for Electrical Inspection

**Town of Riverhead**

(631) 727-3200 EXT. 213, 268, 283

Fax (631) 208-8039

Owner of Property: \_\_\_\_\_ Phone No. \_\_\_\_\_

Property Mailing Address: \_\_\_\_\_

Location of Job: \_\_\_\_\_ Hamlet: \_\_\_\_\_

**Name of Contractor responsible for electrical installation:**

Business Name in full: \_\_\_\_\_ License # \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Cell #. \_\_\_\_\_ Phone # \_\_\_\_\_ Fax #. \_\_\_\_\_

State use of premises:  Residential  Commercial Nature of Work: \_\_\_\_\_

[ ] Exposed [ ] Concealed [ ] New [ ] Old Area of proposed construction in total square feet: \_\_\_\_\_

**Service Information:**

Temp Requested  Size of Mains: \_\_\_\_\_ Feeders: \_\_\_\_\_

Service Enters Building:  Overhead  Underground

**Application fees are made payable to the Town of Riverhead** Fee: \_\_\_\_\_ Type Code: \_\_\_\_\_

APPLICATION IS HEREBY MADE to the Building Department as per Chapter 52 of the Code of the Town of Riverhead.

STATE OF NEW YORK COUNTY OF SUFFOLK

\_\_\_\_\_ being duly sworn deposes and says that he/she is the applicant above named.

He/She is the \_\_\_\_\_ of said owner or owners, and is duly authorized to perform or have performed the said work and file this application: that all statements contained in this application are true to the best of his/her knowledge and belief: and that all work will be performed in the manner set forth in this application and in the plans and specifications filed herewith.

Sworn to before me this \_\_\_\_\_ day

Of \_\_\_\_\_ 20\_\_\_\_ Signature of Electrician \_\_\_\_\_

Notary Public \_\_\_\_\_

#### For Office Use Only

Date:	Inspection	Remarks:

Town of Riverhead  
Building Department  
201 Howell Avenue  
Riverhead, NY 11901



Phone: 631-727-3200  
Ext. 213, 268, 283  
Fax: 631-208-8039

**Dark Skies' Compliance Acknowledgement**  
Town of Riverhead Lighting Ordinance Chapter 108-246

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Property Address

Suffolk County Tax Map Number: 0600-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Permit No. ZB \_\_\_\_\_

I, \_\_\_\_\_, New York License # \_\_\_\_\_

Electrician or  Homeowner

doing business as

\_\_\_\_\_  
Name of Business

residing (or doing business) at

\_\_\_\_\_  
being duly sworn, depose and says that;

I am the Electrician for the above referenced property; that I currently have a valid New York State Electrician's License; and

I am the homeowner; and

That the Outdoor Lighting installation is complete, that said installation conforms to the provisions of Chapter 108-246 of the Riverhead Town Code and the National Electrical Code; and that I understand that the Town of Riverhead will rely on this sworn statement as a condition to issuing the Electrical Certificate of Compliance for the above described work:.

\_\_\_\_\_  
Town of Riverhead)  
County of Suffolk) ss.  
State of New York)

Signature: \_\_\_\_\_

False statements made herein are punishable as a class "A" misdemeanor pursuant to § 210.45 of the Penal Law, State of New York.

Sworn to before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Notary Public, Suffolk County, New York)

## **Town Code 108-56.1 - Sign Permits**

### **B. Application for a sign permit**

1. Unless otherwise stated herein, all signs permitted in this chapter, shall have a sign permit issued by the Town of Riverhead Building Department. Sign permits may be applied for through the site plan application process or directly to the Building Department. The procedure for obtaining a sign permit is as follows:

(a) Submission of a sign permit application form to the building department, or in the case of a site plan application, to the Town Board, together with the three copies of each of the following:

(1) The certificate(s) of occupancy, certificate(s) of compliance or letter(s) of pre-existing use for all structures located upon the premises where the sign(s) is/are proposed to be installed.

(2) A color rendering (drawn to scale) of each sign for which a permit is sought indicating the exact dimensions of the sign, sign area, sign depth or thickness, font type(s) and size(s) of all lettering to be used on the sign. The rendering shall also include a drawing and the dimensions of all structures to be used to support the sign. If the sign is to be attached to a wall, a scaled drawing of the sign and its proposed location on the wall shall be submitted with the application.

(3) Samples of the actual colors to be used on the sign and/or the PMS color number.

(4) A list of all materials to be used in constructing the major components of the sign including any supporting structures and illumination. Any illumination proposed shall comply with Article XLV (Outdoor Lighting) of the Town Code of the Town of Riverhead.

(5) A color photograph of the existing building including all walls and areas where the sign is to be placed. Any and all existing signs currently on the building or premises must likewise be indicated and depicted graphically or photographically. Ideally, a second photograph shall be prepared in digital format superimposing the proposed sign onto the facade of the existing building.

**Such a digital image must be in scale relative to the actual building.**

(b) Submission of the permit fee at time of application. Such fee shall be set from time to time by resolution of the Town Board.

### **C. Issuance of Sign Permit**

#### **1. Architectural Review Board Referral**

(a) Upon receipt of a complete application for a sign permit, the Building Department Administrator shall refer the application to the Architectural Review Board for its recommendation. The applicant may request to appear before the Architectural Review Board in order to review the sign design and facilitate the process.

(b) The Architectural Review Board shall provide a recommendation to the Building Department within 30 days of its receipt of the Building Department referral. Applications not acted upon by the Architectural Review Board within thirty (30) days of the receipt of the application shall be deemed approved.

#### **2. Appeal Procedures**

(a) An applicant may appeal to the Riverhead Town Board any determinations of the Architectural Review Board with respect to the illumination or design of a sign.

(b) An applicant may appeal to the Zoning Board of Appeals for a variance from any property line setbacks or sign dimensions as provided in this chapter of the Town Code.

(c) Any appeal not acted upon by the Town Board or the Architectural Review Board within thirty (30) days shall result in the automatic approval of the sign.

#### **3. Building Department Approval**

(a) Upon receipt of the approval of the Architectural Review Board, the Building Inspector shall issue a sign permit to the applicant. Each sign permit shall be numbered in accordance with a numbering system to be designated by the Building Inspector.

In the case of an application for a sign permit made in connection with an application for site plan approval, the sign permit shall be issued by the Building Inspector upon issuance of a building permit following approval of the site plan including proposed signs.

(b) Upon completion of the construction of the sign authorized in the sign permit, the applicant shall request an inspection to ensure that the sign was constructed in accordance with the terms of the sign permit. Alternatively, the applicant may submit the affidavit of a sign maker registered with the Town of Riverhead Building

Department in a form to be designated by the Building Inspector indicating that the sign construction is complete and that the sign was constructed in accordance with the terms of the permit. The Town reserves the right to inspect any permitted sign installation.

(c) All signs must be installed within six months of the issuance of the sign permit. Failure to complete the installation of a permitted sign within six month of the date of the issuance of the permit will result in the automatic expiration of the sign permit.

The Building Inspector, at his discretion, may extend the duration of a sign permit one time for a period of six months.

(d) Upon completion of the inspection of the sign by the Building Department or the submission of the affidavit of a registered sign maker as described herein, the Building Department shall issue a placard to the applicant which placard shall be attached to the lower right hand corner or portion of the sign. The placard shall bear the seal of the Town of Riverhead and indicate the permit number for the sign as well as the date of approval of the sign permit application or site plan.