



**TOWN OF EAST FISHKILL  
BUILDING AND ZONING DEPARTMENT**

330 Route 376, Hopewell Junction, NY 12533  
(845) 221-2427 Fax (845) 227-4018  
<http://www.eastfishkillny.gov>

**SIGN APPLICATION REQUIREMENTS**

**PLEASE BE ADVISED THAT YOU ARE RESPONSIBLE FOR READING AND SUBMITTING ANY AND ALL INFORMATION IN CHAPTER 153 "SIGNS" OF THE TOWN CODE OF EAST FISHKILL.**

- IF APPLICANT IS NOT THE PROPERTY OWNER, AN ORIGINAL, SIGNED, NOTARIZED LETTER FROM THE OWNER WILL BE REQUIRED GRANTING PERMISSION TO APPLY FOR PERMIT. (Applicant may obtain signature on application from owner, thus notarized letter not required.)
- Application completely filled out.
- Drawings/pictures indicating any and all details of the sign. Photo must be superimposed on the building. Permanent sign must have scaled drawings of the sign included with the Application.
- Show all details and lighting of proposed sign. Plans that are not acceptable will be rejected.
- Location of sign to be installed on the footprint of the building. Indicate footage of building front where sign is proposed.
- Amount of building frontage occupied by tenant.
- Insurance forms from Contractors or "Self" (See insurance info in Permit Application packet. Forms must be submitted with Application. No faxing/e-mailing.)
- FEE: PLEASE SEE CURRENT FEE SCHEDULE.  
CASH OR CHECK MADE OUT TO: TOWN OF EAST FISHKILL  
**Note: Construction without a permit is double the fee**

**Wall Mounted Signs** - If the sign is attached to existing building exterior walls, the contractor and/or structural engineer of record shall verify the existing wall type (masonry bearing, brick veneer, wood or light gage stud etc.) and design attachment to existing wall. Signed and sealed section, notes and elevation of the sign shall be submitted. Attachment detail shall include the anchor type, spacing and embedment into the existing wall. Direct attachment to brick veneer is not acceptable since the veneer is not a structural supporting member. The structural notes shall include applicable code and referenced standards, material properties and grades of materials used and wind and seismic loads utilized in the design of the sign attachment.

**Free standing signs** are described as stand on their own as opposed to wall-mounted signs attached to supporting structure. All basic types of freestanding signs (Monument, pylon (pole signs), post and panel) are required to be submitted to obtain a permit.

The submittal as a minimum shall include the following:

- Dimensional cut sheet of the free-standing sign.
- Structural notes. The notes shall include applicable code and referenced standards. Material properties and grades of materials used. Wind and earthquake loads utilized in the design of the sign supporting structure and its foundation.
- Soil parameters utilized in the foundation design.
- Computations for the sign support framing and foundation design. Computation shall include the required support embedment depth computation or if direct burial is utilized then direct burial depth calculation)
- Structural sections and details showing attachment of the sign support structure to the foundation, column base details and the required depth and reinforcing of the foundation.
- Signed and sealed structural documents shall be submitted by a structural engineer of record registered in the State of New York.

**Sign Alterations** – Where proposed work involves re-use of existing structural members and foundations the submittal may follow Structural Submittal Requirements for Addition and Alteration as applicable for sign refurbishing and include requisite computations for proposed alteration. The submittal shall clearly state applicable codes, design assumptions of existing member sizes and respective notes for field verification prior to start of construction.

Property Owner is responsible to ensure that the Building Permit required for a Commercial Fit-Up is obtained.

Electric signs require UL approval. The approval sticker must be visible from the ground. Upon completion, an inspection is required from an Electrical Inspector. A complete list of Electrical Inspectors can be picked up at the Building Department or downloaded from the Town's web site.