

MALVERNE BUILDING DEPARTMENT APPLICATION

99 Church Street Malverne, NY Phone 516-599-1200 Fax 516-823-0767

SIGN / AWNING APPLICATION INSTRUCTIONS

- Incomplete applications will not be accepted
- All fees are non-refundable
- All signs are subject to Architectural and Site Plan Review Board approval (Public hearing is once a month, legal notice required)
- See Article IX of the Zoning Code for sign regulations. Available on village web site “www.malvernevillage.org”
- Sign Installer must be licensed with the Village
- Signage that requires a Variance from the Zoning Board of Appeals needs to file a separate Variance application after application denial.
- Each sign / awning requires a separate application.

This Application Must Be Accompanied By:

- Permit Fee = \$125.00 (check or money order, no cash, each sign)
- Three (3) collated hard copy sets of the sign drawings and a PDF electronic copy of drawings and application emailed to mkschnaars@malvernevillage.org and lsantora@malvernevillage.org of the following
 - Signage / Awning shop drawings from sign manufacturer: Include height, length, overall square feet, type, font, wording, graphics, materials, frame, details of anchorage to building / ground, show and denote colors.
 - Elevation of building wall if applicable with proposed sign, exterior lighting and any other pertinent information for the village to review to ensure conformance with the zoning code. Include height to bottom of sign above grade, height to top of sign above grade, and dimensions of its location on building. Include specifications of exterior lighting if new or replaced.
 - Drawings Signed and sealed by NYS Licensed Design Professional for frame, bracket, post, or other required structure anchorage to the building / foundation with or ground with foundation details as applicable to show conformance with the 2025 Building Code of NYS lateral, dead, and live and snow loads.
 - Plot plan and or survey showing and dimensioning location of sign on property / building from property lines.
 - Photograph of existing front elevation or area where sign will be located.
- Separate Electrical permit application required for any electrical work.
Electrician must be licensed with the Village.
- Affidavit For ARB and Site Plan Review / Special Use Application Costs and Fees
- Affidavit of appearance (if necessary)
- Any other work to the building shall be filed under a separate building permit
- Sign Inspection and documentation requirements form will be provided at permit pickup and must be signed by owner / applicant / contractor.

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SIGN / AWNING PERMIT

Date: _____ Section _____ Block _____ Lot _____ Permit / App # _____

Address of Project: _____ Malverne, NY 11565

Owner Name: _____ Phone: _____ Email: _____

Applicant / Tenant Name: _____ Phone: _____ Email: _____

Describe scope of work briefly (State if reusing any part of existing signage, replacing existing signage, etc.)

Check all that apply: As Built _____ New _____ Replacement _____ Number of Faces: _____

Type of sign: Wall _____ Awning _____ Ground/Pole _____ Blade _____ Other _____

Size of sign: Width _____ Height _____ Total Square Foot (per side) _____ Depth _____ Other _____

Externally Illuminated: _____ Internally Illuminated: _____ Other: _____

Contractor Name: _____ Malverne License # _____

Phone: _____ Email: _____

Signature of Contractor

Signature of Property Owner (notarized)

Signature of Applicant / Tenant

Sworn to before me this ____ day of ____ 20 ____

Sworn to before me this ____ day of ____ 20 ____

NOTARY SIGNATURE _____

NOTARY SIGNATURE _____



SEAL:



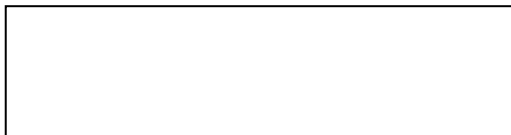
SEAL:

No registered contractor shall sign a sign / awning permit or act as an agent for a person who is not a licensed contractor in the Village of Malverne. I understand by signing below that my license in the Village of Malverne could be in jeopardy by violating the above section. Applicant certifies that all information given is correct and that all work shall conform to the current NYS Residential, Building, Fire, Existing Building, Property Maintenance and all Village Ordinances for which this permit is issued. No work is to be performed until a permit has been issued by the Incorporated Village of Malverne.

For Office Use Only

Received without prejudice for the Architectural Review Board Approved: _____ Denied: _____ Date: _____

Final Sign off from Inspector: Date: _____ Inspector Name: _____



Application Approval stamp

January 23, 2026

§ 600-9.3 Signs in nonresidential districts.

- A. Permit required. Except as otherwise provided herein, it shall be unlawful to erect, construct, paint, alter, relocate, reconstruct, display or maintain or cause to be erected, constructed, painted, altered, relocated, reconstructed, displayed or maintained within the nonresidential districts any sign unless a written permit for each sign and awning therefore has been obtained from the Superintendent of Buildings as hereinafter provided. All signs and awnings shall be approved by the Architectural Review Board per section 600-7.3. An application for a sign permit shall be accompanied by the following:
- (1) A drawing showing the lettering, color and pictorial matter of the sign, a description of the construction details of the sign structure, a location plan showing the position of the sign on the building or premises, and such other information as the Superintendent of Buildings may reasonably require to show compliance with provisions of this section.
 - (2) A written statement showing the name of the owner and the name of the person in control of the building or the premises where such sign is to be located, and the right or authority of the applicant to apply for a permit.
- B. Placement, size and other requirements. In addition to the other requirements of this article, any sign, other than political signs as defined in § 600-9.5, erected, constructed, painted, altered, relocated, reconstructed, displayed or maintained in a nonresidential district shall meet the following requirements:
- (1) Except as provided for in this article, a sign may be placed upon the front or face or side of a building or on an awning or canopy and must be constructed and maintained parallel with the building wall to which it is attached and extending outward from such wall not more than 12 inches unless located upon an awning or canopy where it shall extend no more than three feet from such wall. Additional signs for each building or tenant are permitted, and be allowed on a side or rear exterior wall
 - (2) All signs or awnings shall be sized to fit the proportions of the building, tenant space and / or site upon where it is located, and in respect to other building or tenant signs, if applicable, as determined during review by the Architectural Review Board.
 - (3) The upper edge of each sign shall not be located above the top of the building, and no part of such sign shall extend above the top or beyond the ends of the building wall upon which it is placed.
 - (4) This section deleted
 - (5) Anything herein to the contrary notwithstanding, any sign may be painted or applied on the inner or outer surface of a window, provided that it meets with all other requirements of this section.
 - (6) Such signs shall advertise only the business conducted or products sold on the premises.
- C. No neon signs shall be permitted. In addition, lighting in a nonresidential district shall be arranged and affixed in such a way that no direct light rays from any light used in such illumination shall penetrate a residential district or impede traffic within the Village. Any lighting constituting a nuisance to neighboring residences or buildings or the occupants thereof is strictly prohibited.
- D. No illuminated signs of a flashing, flickering, intermittently lighted or similar nature, nor animated illuminated signs known as "spectaculars," shall be permitted.
- E. No right-angle or projecting signs shall be permitted.
- F. No sign or other advertising structure or device shall be erected or maintained where, because of the size, location, shape, height, wording, design or lighting, such sign might be confused as a traffic directional or "stop" sign or might interfere with the vision or discernment of a traffic directional or stop-and-go sign or might otherwise imperil the safety of travel on streets and highways.
- G. Signs erected or maintained by the Village, or other governmental authorities, in the discharge of their official duties or functions are exempt from the regulations of this article.
- H. This section deleted
- I. Billboard signs shall be prohibited.