Village of Bronxville – Building Department

200 Pondfield Road, Bronxville, NY 10708
Telephone: (914) 337-7338 Fax: (914) 337-2683

Application for Sign Permit

FILING FEE: $75.00

Sign Location Information:

Building No. & Street Name: _____ Store Name: _____

Store Owner's Name: _____ Telephone No.: _____

Building Owner: First Name _____ Last Name _____ Middle Initial ____

Mailing Address _____

City _____ State _____ Zip _____-_____

Telephone: Office (_____) _____ Home (_____) _____

The undersigned requests that a permit be issued to perform the sign installation described herein and more fully described in the photos and plans accompanying this application. Such work shall conform with all applicable provisions of the Building Code, Building Sign Ordinance and other applicable ordinances of the Village of Bronxville.

Signature of Owner: _____ Date: _____

Sign Information:

Sign Location: _____

Size of Sign: Width: _____ Height: _____ **Letter Height:** _____

Sign Material: _____ **Material Thickness:** _____

Text of Sign: _____

Submission Requirements:

- ☐ This application (3 weeks prior to the meeting date of the Design Review Committee)
- ☐ Detailed, dimensioned drawings of the proposed sign, including lettering
- ☐ Scale elevation view of the building façade showing actual location of proposed sign
- ☐ Photo of the building showing proposed sign location
- ☐ Upon initial approval you must provide 5 copies each of all of the above for DRC review.

Sign Contractor Information:

Company Name: _____

First Name _____ Last Name _____ Middle Initial ____

Mailing Address _____

City _____ State _____ Zip _____ Telephone No.: (_____) _____

Office Use Only							
Date Received	Application No.	Section	Block	Lot	Permit #	Fee Paid	Date Approved