



**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.org>

**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.**

- Property Owner must sign the consent line on the Application, or provide an original, notarized letter to the Applicant indicating that they have the consent from the Owner of the property to apply for the Permit.
- 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.
- 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 FEE SHEET ATTACHED TO BUILDING PERMIT  
CASH OR CHECK MADE OUT TO: TOWN OF EAST FISHKILL

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.