

Inc. Village of East Hampton  
86 Main Street, East Hampton, NY 11937-2730  
Telephone 631-324-4150  
Fax 631-324-4189  
www.easthamptonvillage.org

**Application for Awning Permit**

Fee: \$25  
Receipt # \_\_\_\_\_

Pursuant to the provisions of Sections 278-1.A. and 278-4.G. of the Zoning Ordinance and Chapter 121 of the Code of the Incorporated Village of East Hampton.

Date \_\_\_\_\_

Business Owner \_\_\_\_\_

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

Location of Business \_\_\_\_\_

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

Telephone Number \_\_\_\_\_

Suffolk County Tax Map #301- \_\_\_\_\_

Awning Company \_\_\_\_\_

Awning Company's Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Awning Company's Telephone Number \_\_\_\_\_

Previous Tenant \_\_\_\_\_

Number of existing awnings to be removed \_\_\_\_\_

Number of proposed awnings \_\_\_\_\_

**This application will not be considered unless all of the following information is supplied and unless proposed awning(s) meets all criteria as specified by Code:**

1. Awning must be made of fire retardant material - certificate of same must be submitted with the application
2. Linear feet of building front: \_\_\_\_\_
3. Drawing to scale showing: length of awning(s), depth of awning(s), height of awning(s), valance size(s), location(s) on building, length of valance
4. Submit a photograph(s) of the building and a sketch, drawn to scale, showing where the awning(s) will be located
5. Color swatch of awning must be submitted with application
6. Awning graphics shall be a single line of lettering applied directly to the awning fabric and shall be only the name of the enterprise or premises.  
If lettering appears on awning(s), answer following questions:
  - a. Square footage of area to be lettered: \_\_\_\_\_
  - b. Type of lettering: \_\_\_\_\_
  - c. Color of lettering (submit sample): \_\_\_\_\_
7. Awning must be at least 7' 6" above sidewalk or grade
8. Letter of property owner's authorization attached if application submitted by an agent

In consideration of the granting of the permit requested, the applicant agrees to comply with all rules and regulations of the State Building Code and the Zoning Ordinance of the Village of East Hampton and with every other provision of law relating to the erection or alteration of said awning(s).

\_\_\_\_\_  
Applicant's Name (Please print)

\_\_\_\_\_  
Applicant's Signature

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

\_\_\_\_\_  
Telephone Number

**Disposition:**

Approved ( ) Date \_\_\_\_\_

Condition(s) \_\_\_\_\_  
\_\_\_\_\_

Denied ( ) Date \_\_\_\_\_

Reason(s) \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Chairman/Vice Chairman  
Design Review Board

Code Enforcement Officer's Approval ( ) Date \_\_\_\_\_

( ) Inspection Date

Signature \_\_\_\_\_