

NYC Sign Permit Checklist

A step-by-step pre-installation checklist for New York City sign permits. Tick every box before fabrication so nothing delays your sign-off — from zoning survey to final DOB approval.

1. Site & zoning

- ☐ Measure the facade: width, height, and available mounting area
- ☐ Confirm the zoning district (commercial, manufacturing, residential)
- ☐ Check special district rules (MiD, SoHo NoLIta, waterfront, etc.)
- ☐ Look up landmark or historic district status on the LPC map
- ☐ Review the lease for landlord sign criteria and COI requirements
- ☐ Photograph the install location from multiple angles

2. Design & drawings

- ☐ Finalize sign dimensions, materials, and finishes
- ☐ Specify illumination type (LED, halo-lit, non-illuminated)
- ☐ Detail the mounting method and structural attachments
- ☐ Include electrical and wiring details for illuminated signs
- ☐ Have drawings signed and sealed by a registered design professional
- ☐ Confirm the sign area and projection meet zoning limits

3. Landmark review (LPC)

- ☐ Confirm the property is in a landmark district or is a landmark
- ☐ Submit design to LPC for a certificate of no effect or appropriateness
- ☐ Receive LPC approval before filing with DOB
- ☐ Keep the LPC approval letter with your permit records

4. DOB filing

- ☐ Create a DOB NOW: Build sign work permit application
- ☐ Upload signed and sealed drawings and supporting documents
- ☐ Pay the required DOB filing fees
- ☐ Track application status and respond to plan examiner comments
- ☐ Receive the approved sign permit before any fabrication

5. Fabrication & installation

- ☐ Fabricate the sign to match the approved drawings exactly
- ☐ Schedule a licensed, insured installation crew
- ☐ Arrange lift equipment, scaffolding, or swing-stage as needed
- ☐ Coordinate building access and any sidewalk permit (DOT)
- ☐ Install the sign per the approved mounting method

6. Inspections & sign-off

- ☐ Schedule any required electrical or structural inspections
- ☐ Confirm the installed sign matches the approved plans
- ☐ Request and receive the final DOB sign-off
- ☐ Keep the permit and sign-off paperwork on file
- ☐ Photograph the completed installation for records

Want KBC Signs to run this checklist for you?

We handle the survey, drawings, LPC and DOB filing, fabrication, and licensed installation — so every box on this list is checked by one team. Request a quote at kbcsigns.com/quote or email sales@kbcsigns.com.

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