



REQUEST FOR PURCHASE OF TEMPORARY CONSTRUCTION SIGN(S)

Rev. 10/2023

THIS FORM MUST BE COMPLETED FOR ALL REQUESTS RELATED TO THE PURCHASE OF TEMPORARY CONSTRUCTION SIGNS ONLY, AND SUBMITTED ALONG WITH THE FOLLOWING:

- O Detailed drawing(s) showing all street frontages where temporary construction regulatory sign installations are being proposed.
O Letter detailing why the temporary signs are being requested. (Why are they necessary?)

SECTION A: Applicant Information

Permittee ID#: Permittee Name:
Address:
Tel #: E-Mail:

SECTION B: Project Information

Borough: MN BK QN BX SI OCMC File (If applicable):
If New Building/Major Alteration, enter the Building Address:
If Governmental Contract, enter the Contract No.:

SECTION C: Sign Legend

Table with 3 columns: DESIGNATION #, SIGN LEGEND, ARROW. Lists various sign types like NO PARKING, NO STANDING, NO STOPPING, DO NOT ENTER, etc.

SECTION D: Sign Order Information

Table for sign order information with columns for On Street, Side of Street, From Street, To Street, Number of temporary sign posts, QUANTITY, SIGN DESIGNATION #, ARROW DIRECTION. Includes a note to see reverse for more locations.

* SEE BACK FOR IMPORTANT RULES REGARDING IDENTIFYING YOUR TEMPORARY SIGNAGE *
Total # of Signs
Total # of Posts

* The Permittee is required to post and maintain advisory signs a minimum of 48 hours prior to changing existing parking regulation signs to the approved temporary construction parking regulation signs.

** The Permittee is responsible for installing, maintaining and removing all temporary parking and regulatory signs. Upon completion of the construction project, or at such time that the temporary signs are no longer necessary, the Permittee must restore all parking and regulatory signs, which existed prior to start of construction, to their original condition/location.

Submitted by: (Please Print) Tel #:
Signed by: (Authorized Representative of Applicant) Date: / /

Authorized Representative Email:

SECTION E: OCMC Approval

Table for OCMC Approval with columns: OCMC Approval by, Date: / /

SECTION D: Sign Order Information (Continued from Front)

	QUANTITY	SIGN DESIGNATION#	ARROWDIRECTION
On Street: _____			
Side of Street: _____			
From Street: _____			
To Street: _____			
Number of temporary sign posts (if necessary): _____			
On Street: _____			
Side of Street: _____			
From Street: _____			
To Street: _____			
Number of temporary sign posts (if necessary): _____			
On Street: _____			
Side of Street: _____			
From Street: _____			
To Street: _____			
Number of temporary sign posts (if necessary): _____			
On Street: _____			
Side of Street: _____			
From Street: _____			
To Street: _____			
Number of temporary sign posts (if necessary): _____			
On Street: _____			
Side of Street: _____			
From Street: _____			
To Street: _____			
Number of temporary sign posts (if necessary): _____			

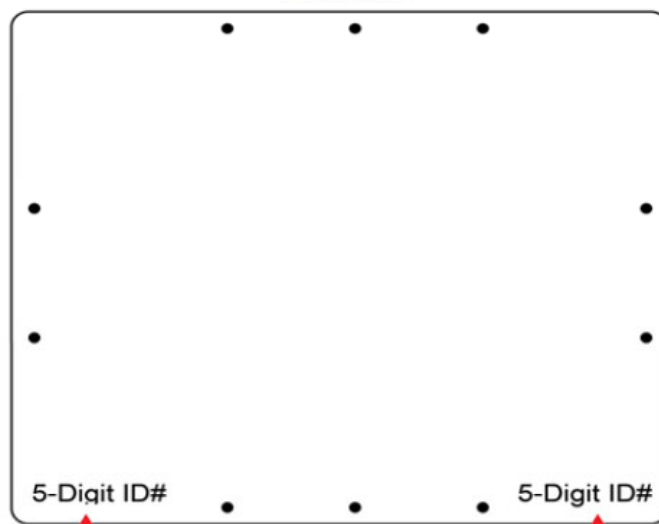
SECTION E: Permittee Identification Numbers on Temporary Signs

Subdivision (c) of section 2-02 of Title 34 of the Rules of the City of New York was recently amended by adding a new paragraph (4), to read as follows:

(4) Permittees' identification numbers on temporary signs. Permittees must affix their Department issued five-digit identification number using a waterproof label or sticker on all temporary signs, including but not limited to temporary construction, raised plow, parking or regulatory signs. The lettering must be in Arial font black ink, 3/4 inch in height and width, placed at the lower right-hand corner of the front and the lower left and right-hand corner of the back of the sign as shown below. The labels/stickers must be visible/legible at all times. Permittees must replace any worn out or faded labels/stickers.

Front

Back



Make sure to include 5-Digit ID number on the lower right-hand corner of the FRONT and the lower left AND right-hand corner of the BACK!

***ID Number must be in Arial font at 3/4" height.**