## Storefront Improvements



A Guide for Neighborhood Commercial Districts



careers businesses **neighborhoods**  The Department of Small Business Services (SBS) helps unlock economic potential and create economic security for all New Yorkers by connecting thriving neighborhoods across the five boroughs. For more information, visit: nyc.gov/sbs.

Gregg Bishop

Special thanks to the New York City Mayor's Office for People with Disabilities and the New York City Landmarks Preservation Commission.

#### Photo credits:

- © NYC & Company/Malcolm Brown
- © NYC & Company/Joe Buglewicz

- © NYC & Company/Kate Glicksberg
  © NYC & Company/Alex Lopez
  © NYC & Company/Christopher Postlewaite
- © NYC & Company/Julienne Schaer

- © NYC & Company/Will Steacy
- © NYC & Company/Marley White
- © NYC & Company/Tagger Yancey IV

Teresa Garcia Matthew Goodrich

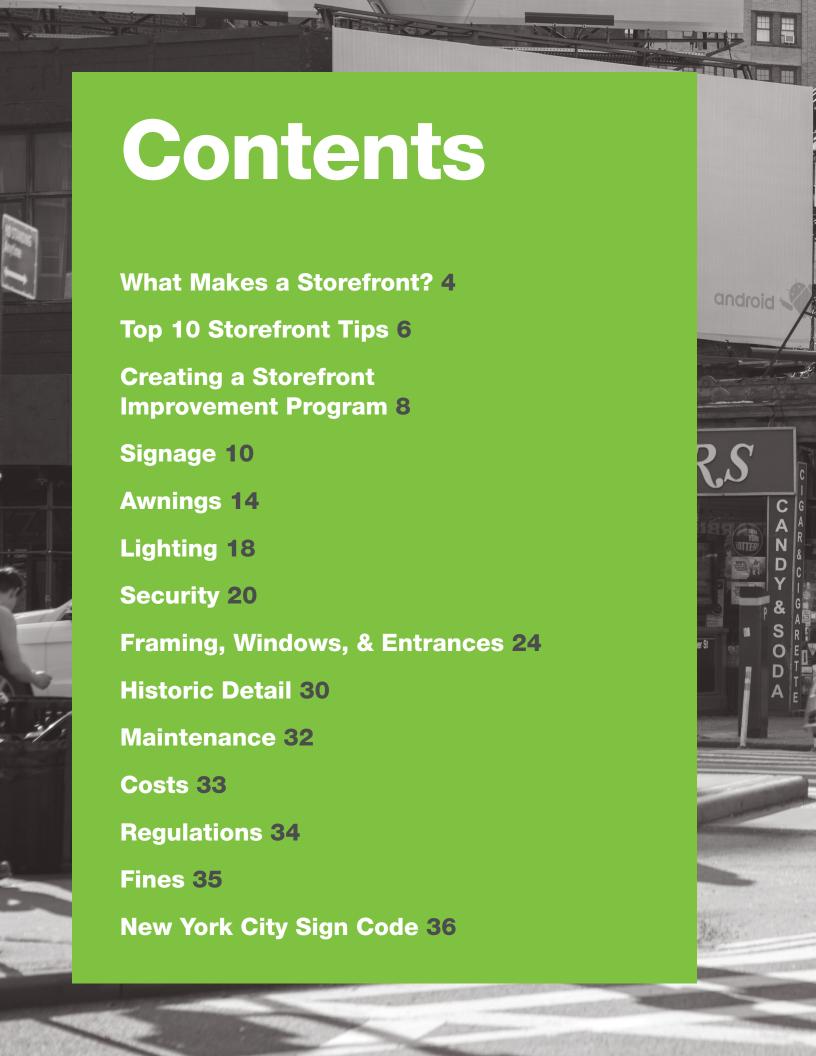
**Chad Purkey** 

#### Why Storefront Improvements Matter

Storefronts are important to New York City neighborhoods. They house local businesses, are a visible part of the street, and define the character and feel of a community. Strong neighborhoods are home to well-designed storefronts that enhance and give identity to the commercial district.

Storefront improvement is a simple way to upgrade the visual appeal of a commercial district, making it a place where people want to live, work, and play. An active street becomes the center of a safe, stable, and thriving community.

This guide to storefront improvements will help you understand the parts of a traditional storefront—the sign, awning, lighting, display window, and security devices—and make good design decisions. It also includes an overview of some costs and regulations related to storefronts and guidance to start a storefront improvement program in your neighborhood.

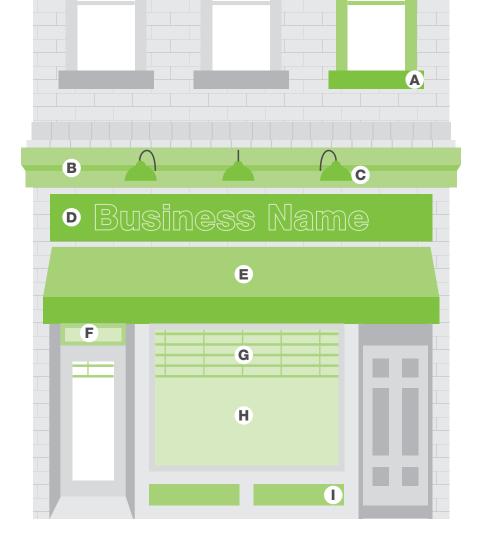




The guiding principle of good storefront design is to keep it simple. Following these guidelines will help business owners attract customers, save money, promote a safe and appealing neighborhood, and follow City regulations.

Not all buildings have every part described here, but the following are common to most building types in New York City.

## What Makes a Storefront?



#### **A** Windows

Upper floor windows should be kept clear of signs and existing detail should be preserved and maintained.

#### Signage

Signs provide the best space to advertise the name of a business. Effective signs are simple; they are not too large and fit within the scale of the building.

#### **G** Security

Security is important for protecting businesses and making customers feel safe. Open-grille security gates can be installed on the interior or exterior of the store. Interior is preferred, as it allows for a clean storefront and greater visibility.

#### **B** Cornice

The cornice is a significant decorative and unifying piece of the storefront. Be sure to preserve existing materials.

#### **E** Awning

Awnings add depth to the storefront and protect shoppers and window displays from sun and bad weather. They should fit appropriately above windows and doors and not project too far over the sidewalk.

#### **H** Display window

Display windows provide a great opportunity to show off merchandise. Be sure to limit the amount of signs and posters. Small decals are an effective and inexpensive alternative.

#### C Lighting

Lighting is used to illuminate signage and display windows. Good lighting is both eye-catching to shoppers and enhances safety.

#### F Transom Window

Transom windows allow for more light to enter the store. Keep them clear of opaque materials like cardboard or air conditioning units.

#### Bulkhead

Bulkheads create a defined platform for window displays and are located at the base of the storefront. They should be proportionate to the size of the building.

## Top 10 Storefront Tips

1

#### Less is more

The simpler the design, the better. Too much clutter makes it difficult for shoppers to see your business and take notice. One well-placed sign will grab the most attention.

2

#### **Rethink security gates**

Replacing your security gate with an electronic security system will increase the visual appeal of your business. If you must have a gate, an open-grille gate mounted on the interior of your store will improve nighttime security and allow customers to window shop after hours.

3

#### **Choose quality materials**

Cheap materials break down and often need replacing. If your storefront is in disrepair, shoppers will be discouraged from entering.

4

#### Know who you're hiring

Most storefront work, including installation of awnings and large signs, requires a permit from the NYC Department of Buildings.

Architects, engineers, and sign hangers must be licensed and insured.

## 5

#### **Don't forget maintenance**

Clean windows and awnings regularly, and keep signs, bulkheads, and lighting in good repair. A fresh coat of paint is a good investment as is regular repair of brick or masonry.

## 6

#### Show your building's history

Beautiful historic buildings are often covered by layers of modern materials. Removing these layers may reveal historic detail that will add character and draw attention to your store.

## 7

#### Know your neighborhood

Each neighborhood has its own unique character. Ensure the look of your storefront emphasizes this character and appeals to local customers.

## 8

#### Make it easy to see into your store

Let your merchandise speak for itself. Clear windows with minimal signage invite customers into stores and make for a more secure environment.

## 9

#### **Use inviting lighting**

Install lighting to showcase signage, window displays, or other building details. It makes the storefront and the rest of the street more pleasant.

## 1 Remember: Keep it simple!

## Creating a Storefront Improvement Program

Local community organizations can play a vital role in enhancing a commercial district by administering a storefront improvement program. This type of program can provide technical assistance to business owners, including help with design, contractor selection, and general project management. These programs can also provide matching grants to incentivize business owners to improve their storefronts. Learn more at:

#### Where to Start

The first steps are to identify the storefront improvement needs within a district and create program goals. When looking at a commercial district, the number of issues with storefronts may be overwhelming. To begin, identify the most common problems or the "worst offenders." If solid-panel security gates are prevalent, perhaps structure your program to address this issue. There may be more issues in the district, but identifying one common problem can give focus to a first-round storefront improvement program and make results more quickly attainable.

#### What You'll Need

The following is a list of materials and resources an organization may need when administering a storefront improvement program:

Program application

Design and project selection guidelines

Contractor recommendations

Designers or architects

Funding for grants (optional)

#### **How to Get Funding**

SBS's Avenue NYC Grant Program allows community-based organizations in low- to moderate-income neighborhoods to apply for funding for soft costs and other program management expenses.

Learn more at: nyc.gov/avenuenyc.

Funding to cover capital costs for storefront improvements can also come from public grants, though this type of funding is limited. Be prepared to seek private funds—corporate sponsorships or other fundraising—as many public grants and BID assessment dollars cannot be used to fund capital improvements on private property.

The New York Main Street Program is a competitive statewide program that provides funds to community organizations to award grants to business and property owners to complete building renovations. Learn more at: nyshcr.org/programs/nymainstreet.

## Storefront Improvement Success: Myrtle Avenue Revitalization Project

Since its founding in 1999, the Myrtle Avenue Revitalization Project LDC (MARP) has continuously assisted local merchants and property owners with storefront improvements. This work has been a critical piece of the organization's comprehensive neighborhood revitalization strategy. Storefront improvements have enhanced the district's appearance and supported the organization's business retention and attraction efforts.

In addition to providing matching grants, MARP provides technical assistance to business and property owners, including design, project bidding and contractor selection, and project management. The program's success can be attributed to a few key points:

#### Scale

With more than half of the district's storefronts assisted, the collective impact is transformative.

#### Staffing

A trained staff member has consistently managed the program.

#### **Funding**

MARP offers two storefront improvement programs that fund small to large scale projects using money from private donations/sponsorships, as well as public grants. These programs fund projects ranging from \$2,500 to \$50,000.





To date, MARP's storefront improvement program has:

Assisted 93 storefronts.

Provided \$975,000 in matching grants.

Generated \$2.2 million in private investment from participating business and property owners.



#### **Flat Panel Signs**

These common signs are mounted flat against the building between the cornice and awning. They can be made from a variety of durable materials like carved wood, metal, and acrylic.





#### **Channel Letter Signs**

Channel letter signs are usually internally lit and made from metal or plastic. They can be highly visible and mounted directly to a building or sign panel.

#### **Window Signs**

Signs located in display windows can be low-cost and attractive. These include hand painted signs and simple decals that don't cover too much window space.



#### **Blade Signs**

Blade signs, also known as shingle signs, hang perpendicular to a building and are a good way to attract customers on foot, bike, or car. They are mounted to a building with brackets that can be simple or decorative.





#### **Three-Dimensional Letter Signs**

Three-dimensional letters, mounted to a sign panel or building façade, add interest and texture to a storefront. They come in a variety of materials that range in durability and cost.

#### **No Permit Required**

Signs painted onto walls and non-illuminated signs that are six square feet in total area or less do not require a permit.



#### **Neon Signs**

Simple neon signs are noticeable day and night. When well-placed and maintained they add a unique and custom look to a storefront.



#### **Historic Signs**

When maintained, older signs can make businesses stand out and showcase the character and history of a neighborhood.



#### **Illuminated Signs**

In neighborhoods where businesses are open late, an illuminated sign may be a desirable option. These signs need a special permit that must be renewed every year.







**Don't** install oversized signs that cover building details.





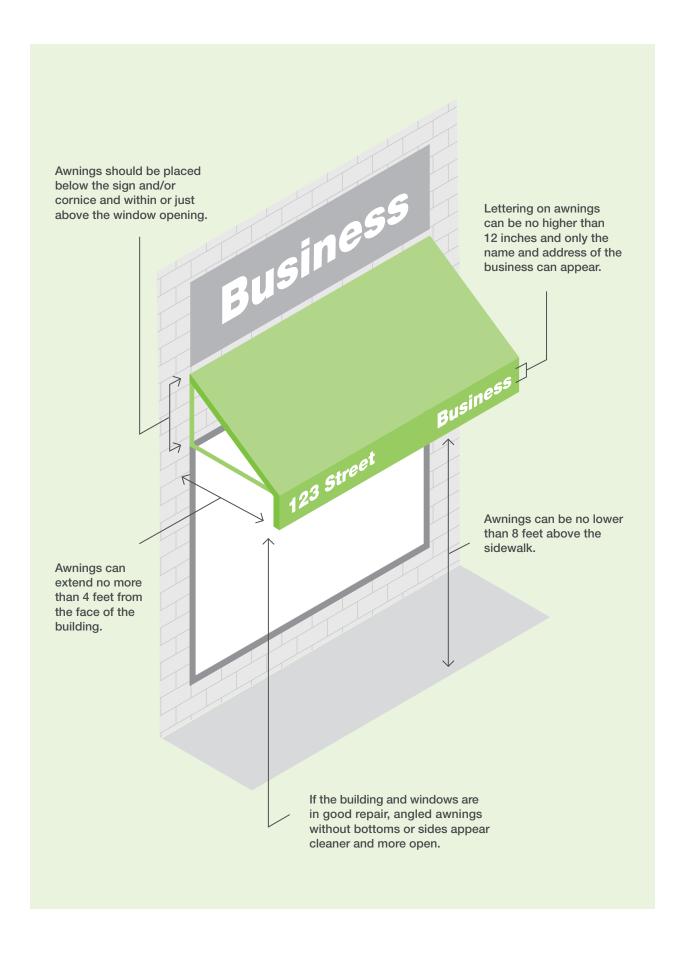
**Don't** put too much information on signs. They appear cluttered and are hard to read.

## Awnings

Awnings help define storefronts and embellish the commercial street. They provide shade to protect merchandise from the sun and shelter customers from bad weather. Awnings should fit within or just above storefront doors and windows and should not be used to cover architectural details or damaged parts of a building. For a more attractive appearance, traditional angled awnings are best.

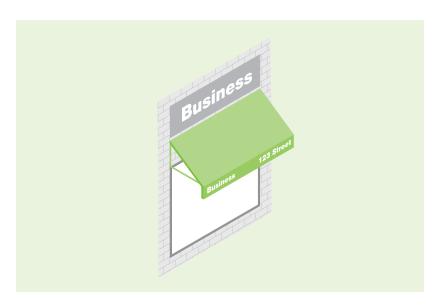
This clean, simple awning is made from durable canvas material, fits well within the storefront framing, and does not cover building details.





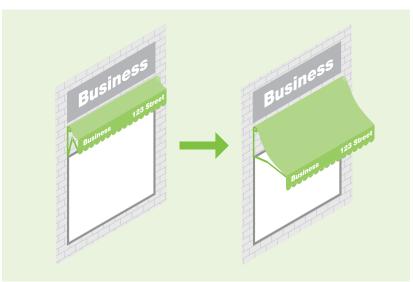
#### **Fixed Awnings**

Fixed awnings are durable and easy to clean. They should be made from high-quality, weather-resistant canvas rather than cheaper alternatives like vinyl. Sunbrella® canvas is a popular choice and comes in a variety of colors and textures.



#### **Retractable Awnings**

Retractable awnings are a great choice for restaurants with outdoor seating or stores with products for sale in windows or on the sidewalk. Their classic look creates an inviting appearance to any storefront.





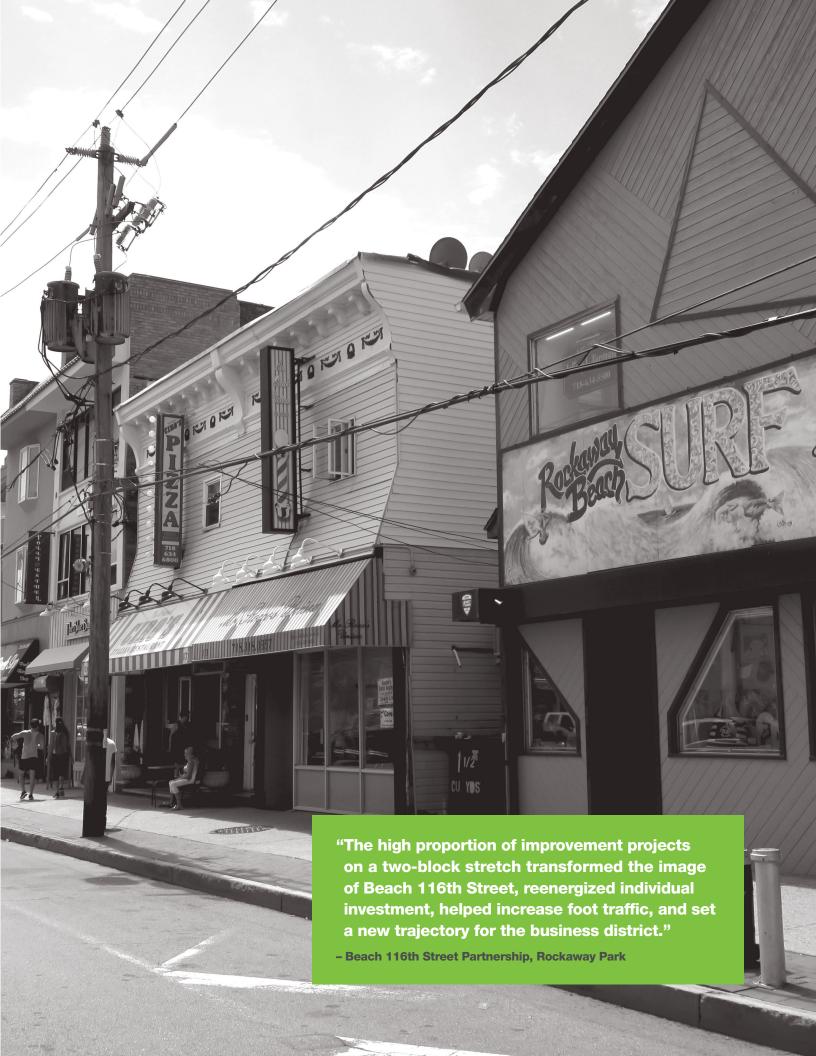


**Don't** put corporate logos on awnings. Only the business name and address can appear.





**Don't** cover large portions of the building or hide architectural details.



# Lighting Lighting not only enhances the appeal of storefronts and the commercial street, it also increases public safety. Good lighting can help advertise products in display windows and allow customers to see inside during evening hours.

All lighting should be energy efficient and installed by a

Storefront lighting should be directed and used with purpose—to illuminate a sign, entrance, or display window. Refrain from installing too many fixtures or directing light away from the storefront.

licensed electrician.



#### **Exterior and Interior Lighting**

Light fixtures should provide warm, ambient lighting to the sidewalk, enhancing the safety of pedestrians and attractiveness of the street.

Interior lighting promotes the products and services inside a business at all hours. It can also prevent break-ins.



#### **Fixtures**

Choose fixtures that complement the storefront design and building details. Gooseneck lights and sconces are popular options.







**Don't** use flashing lights or lights that project above the storefront. They are against City regulations.





**Don't** use lighting that shines into residential upper floors.

### Security

The security of streets and businesses is important. Business owners should feel their stores are protected and shoppers should feel they are safe in the neighborhood. Electronic security systems are recommended instead of security gates as they discourage graffiti and allow customers to view merchandise 24 hours a day.

#### **Security Camera Systems**

Cameras, available in a range of sizes and styles, can be easily incorporated into any storefront. Various backup or video retention options and the ability to view footage from mobile devices make contemporary security camera systems a great alternative to security gates.

Security cameras can be installed discreetly on a storefront or in a prominent position to further deter crime.





#### **Open-Grille Security Gates**

In 2011, the City of New York passed a law banning the installation of solid-panel security gates for commercial stores. Existing security gates that are not open-grille must be replaced with open-grille gates by 2026.

Open-grille gates prevent break-ins while allowing customers and police to see inside a business at night. If you choose to install a gate, City law requires at least 70% transparency. These gates ensure merchandise is always on display, allow interior light to shine on the sidewalk, and make the street more appealing.

This retailer sells expensive products but has installed open-grille gates inside the store for security and compliance with City law.







**Don't** use solid-panel gates, they close off the streetscape and make an area appear darker and less safe.

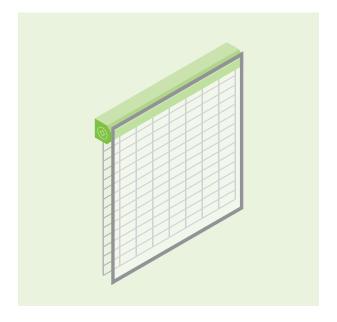




**Don't** use gates with less than 70% transparency, they attract graffiti and reduce visibility.

#### **Gateboxes**

Gateboxes that house security gates when not in use are unattractive additions to a storefront. Installing the gatebox inside the store, behind the display window is ideal. At a minimum, it should be hidden behind the awning. If none of these options are feasible, paint the gatebox to fit with the building or signage color scheme.



#### **Inside**

Interior installation conceals the gate's mechanical systems allowing for a clean and open storefront.



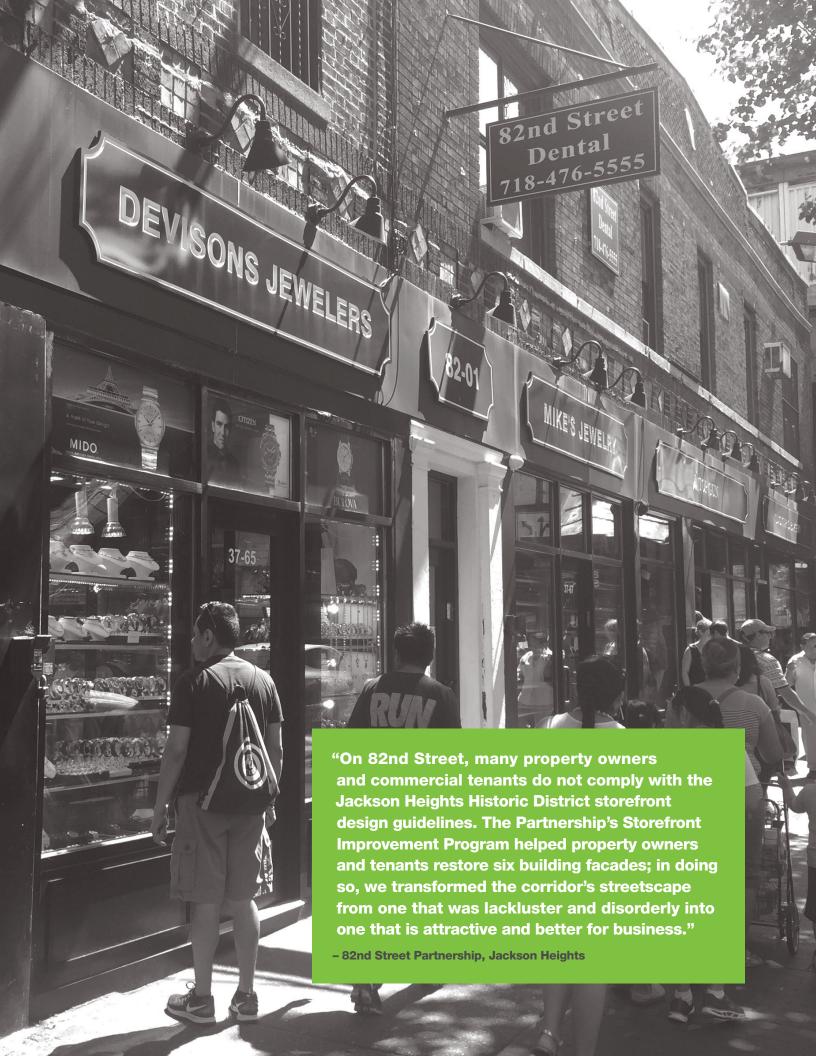
#### **Under Awning**

Covering the gatebox with an awning can be a good alternative to interior installation. Be sure to keep the awning at a simple angle rather than build an odd shape around the gatebox.

#### **Painted**

This painted gatebox complements the color and design of the storefront.

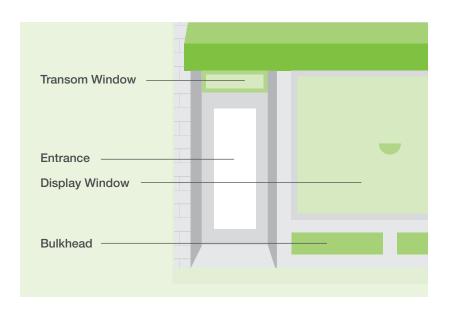




## Framing, Windows, & Entrances

Framing, windows, and entrances together make what is referred to as the "storefront system." All the parts within the storefront system should be compatible; the materials, color, and scale of these parts should work together to make a pleasant design that attracts customers and enhances the commercial corridor.

When renovating and replacing a storefront system, be sure to consider all components, including solid framing and bulkheads, large display windows, transom windows, and inviting entrances.



#### **Storefront Framing**

The two most common choices for framing materials are metal or wood.

#### **Metal Frame**

Metal storefronts come in a variety of prices, depending on the material (e.g., aluminum or steel) and finish (e.g., color coated or rustic finish).



#### **Wood Frame**

Wood storefronts are an attractive option, especially if the wood is original to the building. Keep in mind that wood can be more expensive and may need more maintenance.





#### **Bulkheads**

Bulkheads are commonly made of wood or masonry. They can also be surfaced with ceramic tiling, metal panels, marble, or other materials. They create a defined platform for window displays and add interesting detail to the streetscape.

#### **Windows**

Storefronts should have plenty of window space, allowing customers to see clearly into the store. In historic buildings, the windows should have similar proportions to the building's original design, preventing the business from clashing with other stores in the neighborhood and looking out of place. When selecting glass, work with an architect or contractor to pick insulated windows that meet the City's energy efficiency requirements and can withstand extreme temperatures.



#### **Multipane Windows**

Using several panes of glass rather than one or two full-sized ones can help reduce costs and save expenses on maintenance when glass may need replacing.



#### **Display Window**

Window displays provide a great opportunity to add creativity to a storefront and highlight merchandise without high costs. Lighting, color, and arrangement of products can leave a lasting impression on customers.



#### **Transom Window**

Clean transom windows allow for more light and can serve a decorative function.



#### **Plants & Planters**

Plants near entrances and in front of windows add beauty and color to a storefront and make a big visual impact on the street.





**Don't** have too many signs, posters, or products that clutter windows. City regulations require 80% transparency in display windows.





**Don't** fill transom windows with an air conditioning unit or opaque materials. Air conditioning units often drip and make entrances unsightly.

#### **Entrances**

Entrances should be clearly marked and welcoming to all customers. Doors should be made from durable, commercial grade materials and have large glass panels for maximum visibility.



#### **ADA Accessibility**

To comply with regulations in the Federal Americans with Disabilities Act (ADA), entrances should include the following features:

32"

60"

80"

18

Doors should be clear on both sides with a minimum width of 32 inches and an additional 18 inches on the pull side of the door. The door height should be no lower than 80 inches.

Door handles must be operable with one hand without tight grasping of the wrist. Lever type handles and pull handles are good options, but round doorknobs are not accessible.

Both sides of the doorway should be level. Allow enough maneuvering room (at least 60 inches) on both sides of the door for a person in a wheelchair to get through easily.

On existing buildings the door threshold (the sloped crosspiece that extends across the bottom of the door area) should be no higher than 3/4 inches with angled edges.





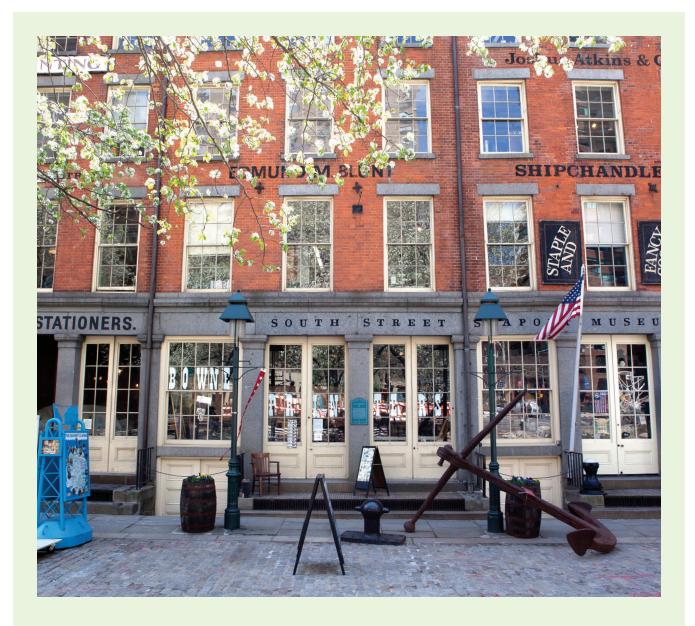
historic district, or special use district, preserving these

#### **Architectural Details**

details may be required.

Columns, carved stonework, decorative cornices, and tiling should be highlighted on all storefronts. Finding these special features and exposing them help maintain the character and history of a neighborhood.





### **Landmarks, Historic Districts, and Special Purpose Districts**

The City's Landmarks Preservation Commission (LPC) has guidelines for protecting historic and architecturally significant buildings and areas. When making changes to buildings in designated historic districts, business owners must follow the rules unique to that district. Special purpose districts are areas with distinct characteristics and restrictions tailored to the needs of the area. Businesses in these districts are also subject to a specific set of regulations. To determine if your building is in a historic or special purpose district, visit the City's zoning and land use map at: maps.nyc.gov/zola.

### Maintenance

Regular maintenance goes a long way toward improving the appearance of a storefront. Because they are durable and easier to maintain, quality materials can save time and money. Establishing a regular schedule for cleaning and repairs can have a big impact with little cost. Poorly maintained stores with peeling paint, ripped awnings, or broken windows make streets appear rundown and unattractive.

Some recommended tasks to be completed regularly and as needed:

Wash windows and sidewalks

Apply a fresh coat to painted areas

Remove or paint over graffiti

Repair windows and window frames

Replace broken light fixtures

Clean and repair brick, stucco, masonry, and other building materials

Clean, repair, and replace signs and awnings as they become dirty or damaged.

Remove all old or non-functioning signs, brackets, and other fixtures

Fix or replace planters, seating, and other nonpermanent fixtures

Update window displays to showcase new merchandise

#### **Graffiti**

Graffiti gives neighborhoods the appearance of being unsafe and ignored. The Graffiti-Free NYC Program—the City's street-by-street graffiti cleaning service—is free of charge to property and business owners. Property owners and their tenants can request these services by calling 311.



### Costs

Storefront improvements include costs for materials and labor (hard costs), as well as professional services and obtaining required building permits (soft costs). These soft costs might include an architect's fee, asbestos testing, building permits, sign hanging permits, and more. To obtain a work permit from the Department of Buildings, a licensed architect or engineer will need to file plans.

Sample budget for a typical 20-foot-wide storefront improvement project:

#### Soft Costs\*

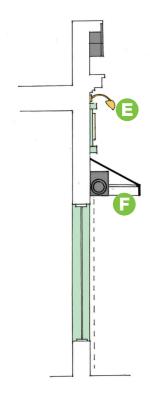
Architect Fee (includes the cost of permit filing)	\$3,500
Asbestos Testing	\$500
DOB Permit Fee	\$800
Sign Hanging Permit Fee	\$50

<sup>\*</sup>costs are estimated and will vary

#### **Hard Costs\***

Aluminum Sign	\$1,500
B Canvas Awning	\$1,300
Window Decals	\$200
Aluminum Storefront Framing and Glass	\$9,000
3 Gooseneck Lighting	\$1,300
Motorized Open-Grille Security Gate	\$2,000





## Regulations

Several New York City agencies and local laws regulate improvements to storefronts and building façades.

#### **Zoning**

New York City is divided into residential, commercial, and manufacturing districts that dictate the different types of building uses. Most small businesses with traditional storefronts are likely located in C1 and C2 districts. Learn more about the City's Zoning Resolution at the Department of City Planning (DCP) website: nyc.gov/planning.

#### Signs and Awnings

The City's Zoning Resolution includes detailed guidelines for storefront signage. The Department of Buildings (DOB) enforces these guidelines and can issue fines for signs that do not adhere to the sign code. Some areas, such as Downtown Brooklyn or Little Italy, are within Special Purpose Districts that may have additional regulations. Learn more at the DCP website (above) or the DOB website: nyc.gov/buildings.

#### **Permits and Professionals**

DOB reviews and approves building alteration plans and issues work permits. Awnings, flagpoles, and signs require permits from DOB before installation. DOB also manages the licensing of building professionals, including architects, general contractors, electricians and others. All storefront improvements should be performed by licensed professionals.

Find a licensed sign hanger or other licensed building professional at the DOB website: nyc.gov/buildings.

Find a certified Minority and/or Women-owned Business Enterprise (M/WBE) at the City's M/WBE Online Directory: nyc.gov/buycertified.

#### **Sidewalk Structures**

To use space on the sidewalk for things like benches, planters, ramps, and other structures, businesses must apply through the Department of Transportation (DOT). Learn more at the DOT website: nyc.gov/dot.

#### **Accessibility**

By law, businesses must provide entrances that are accessible to all customers. Many of these regulations are set forth in the Federal Americans with Disabilities Act (ADA), which is enforced locally by DOB. A licensed architect can provide designs that comply with ADA requirements. Learn more at the Mayor's Office for People with Disabilities (MOPD) website: nyc.gov/mopd.

#### **Sidewalk Cafes**

The Department of Consumer Affairs (DCA) manages the regulation of the City's sidewalk cafes. Applications for sidewalk cafes must be submitted to and reviewed by DCA. Learn more at the DCA website: <a href="https://nyc.gov/consumers">nyc.gov/consumers</a>.

#### **Energy Efficiency**

The New York City Energy Conservation Code (NYCECC) includes energy requirements that apply to storefront windows, doors, and more. A licensed architect can provide designs that comply with DOB requirements. To learn more visit the DOB website: nyc.gov/buildings.

#### **Landmarks and Historic Districts**

Building plans for businesses located within a historic district or a designated landmark must be submitted to the City's Landmarks Preservation Commission (LPC) in addition to DOB. The LPC will review plans to ensure the proposed renovations respect the historic character of the building or neighborhood. Learn more at the LPC website: nyc.gov/landmarks.

#### **Business Services**

The Department of Small Business Services can help you understand key City rules and requirements, avoid fines and violations, and coordinate reviews and inspections from City agencies. Learn more at: nyc.gov/business.

To contact these City agencies, call 311 or visit nyc.gov/311.



The Department of Buildings can issue violations and charge fines for work that is not properly permitted or does not follow the City's sign or building codes. Following all the City's required guidelines will help avoid these fines, which can quickly grow into thousands of dollars.

Some common fines associated with illegal storefront improvement include:

Violation	Fine
Skipped Asbestos Report	\$2,400
Failure to Comply with a Stop Work Order	\$2,000
Work Without a Permit	\$500
Work Does Not Conform to Approved Plans	\$500-\$800
Sign Code Violations	\$800

#### Storefronts in a Historic District or Landmark:

Violation	Fine
Storefront Work Without LPC Permit	\$1,500
Sign Installation Without LPC Permit	\$250

Fines are subject to change and may vary based on the unique circumstances of each storefront.

Source: http://on.nyc.gov/2iDCvvt

## New York City Sign Code

The New York City Sign Code is a set of regulations that governs everything from the size of signs to the text allowed on awnings. Signs found in violation of the sign code can warrant a fine from the Department of Buildings.

Every property in NYC belongs to a zoning district. Most businesses are located within a commercial zoning district, and each commercial zoning district has a distinct set of sign regulations. For example, a business on Madison Avenue might have different regulations than a business on Queens Boulevard. However, some regulations apply to every business in NYC.

#### **Citywide Regulations**

The following are not permitted on any storefront in NYC:

Signage projecting more than 12 inches over the sidewalk and any projecting signage less than 10 feet above curb level or within two feet of the curb line.

Signage attached to a fire escape, exterior stair, required door or window, or obstructing required light or ventilation.

A ground sign projecting beyond the street line.

Light fixtures attached to a storefront that project more than two feet from the building or less than eight feet above the sidewalk.



#### **Commercial Zoning Districts**

Many small businesses in NYC are in commercial zoning districts C1 or C2. The following is a summary of sign regulations for these two zoning districts. For more detail or to determine the zoning district for a particular building, call 311 or visit nyc.gov/planning.

#### **Advertising Signage**

Advertising signage is prohibited. "Advertising signs" are those that direct attention to a business, product, or service offered at a location different from where the sign is found.

#### **Illuminated Window Signage**

An illuminated sign larger than 8 square feet in a window is prohibited. Installing more than three illuminated signs in one window is prohibited. Flashing signage in a window is prohibited.

#### Signage Size

Signage with a surface area greater than three times the street frontage of the business' zoning lot is prohibited, with a maximum sign area of 150 square feet allowed.

#### **Illuminated Signage**

Illuminated signage with a surface area greater than three times the street frontage of the zoning lot (or more than 50 square feet per street frontage) is prohibited. Flashing illuminated signage is prohibited.

#### **Street Lines**

Double or multi-faced signage projecting more than 18 inches across the street line is prohibited. Parallel or wall signage projecting more than 12 inches across the street line is prohibited.

#### **Awning/Canopy Signage**

Illuminated awning/canopy signage is prohibited. Text or graphics found on an awning/canopy cannot exceed 12 square feet. Lettering found on an awning/canopy cannot be higher than 12 inches. The awning/canopy can only display the name and address of the business.

#### **Signage Height Above Curb**

Signage extending higher than 25 feet above curb level is prohibited.

#### **Signage Height Above Roof**

Vertical signs not wider than 28 inches can extend no higher than 15 feet above the roof. All other signs extending above the roof are prohibited.

#### **Roof Signage**

Roof signage is prohibited.

#### **Signage Angles**

In C2 zoning districts, signage facing at an angle less than 165 degrees away from and within 100 feet of a residence district or public park is prohibited. Advertising signage facing at an angle less than 165 degrees away from and within 100 feet of a residence district or which adjoins a public park is prohibited. Other signage at such location is subject to C1 zoning district regulations.

#### Residential Building Signage

Signs for businesses found within the residential portion of a building's façade are prohibited.

Signs for a business found on the upper floors of a building cannot be illuminated.



