

**INCORPORATED VILLAGE OF ROCKVILLE CENTRE
BUILDING DEPARTMENT**

AWNING PERMITS

A “slip” permit is required in Rockville Centre when you are installing an awning on commercial property.

REQUISITES FOR PERMIT:

- Proper liability insurance certificate naming the Village of Rockville Centre as additional insured in the amount of \$1,000,000 and certificate holder.
- Check made payable to the Village of RVC – [See current fee schedule](#).

Note: *the following are the guidelines governing awnings:*

1. There are two types of awnings: fixed frame and retractable.
2. All awnings must be at least 7’6” above the sidewalk, as measured from the lowest part of the awning frame.
3. Retractable awnings may only have 6” maximum height lettering on their lower valance (See example (C)).
4. 24” maximum height lettering may be applied to the front of a fixed frame awning when all the permanent wall signage has been removed from the face of the building (See example (A)).
5. 6” maximum height lettering may be applied to the front and side valance of a fixed frame awning when permanent wall signage is maintained on the face of the building (See example (B)).
6. Projection of any awning may not exceed a distance beyond a point 2’ back from the face of the curb. Under no circumstances may an awning project more than 5’.
7. New awnings may not project further than existing awnings on the same side of the block. Wherever possible, a unified design and character should be sought within the same grouping of stores.
8. Awnings may be illuminated. The applicant must receive approval with regard to method, from the Building Department.
9. Frames shall be constructed of galvanized metal or aluminum tubing, either round or square stock with a minimum cross-sectional dimension of ¾” and designed in accordance with generally accepted standards.
10. A maximum of three colors, including lettering, may be used. Iridescent, day-glo and shocking colors are not permitted.
11. Shiny plastic type materials are not permitted to be utilized.
12. Cloth type materials of soft classical tones are required and subject to review.
13. Samples of materials, style and colors are required for review prior to approval.
14. Awnings that pre-exist in non-conformity with these guidelines must be brought into conformity when canvas and/or framework is replaced.
15. Awnings installed without a permit or installed not in accordance with these guidelines are subject to removal.
16. The Building Department must be notified within 24 hours of the installation so that a final inspection can be made.
17. Styles of Awnings are subject to approval by the Superintendent of Buildings.

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