

Sign Permit Application Checklist

- Completed Application Signed by General Contractor (if the homeowner is building the structure, homeowner is both the homeowner and contractor and must provide all forms).
- Property Owner's Statement signed.
- 2 copies of Plot Plan showing proposed placement location with measurements to all structures. (See Sample)
- Contractor's Liability Insurance with the *Village of P.D.* named as Certificate Holder.
- Contractor's Worker's Compensation Insurance with the Town of Fenton named as Certificate Holder. (Form U26.3 or C105.2). Accord forms are not acceptable. Home owners must supply a BP-1 form. Sole proprietors use NYS Worker's Compensation office (form CE200) Obtained from the NYS Worker's Compensation office (www.web.state.ny.us).
- 2 copies of Detailed Drawings of the proposed sign,

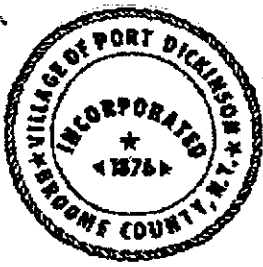
Application Fees are due upon the receipt (by the applicant) of an approved permit from the Building Inspector.

The application will be checked for accuracy, completeness and that it will adhere to all New York State Building Codes. A site visit will be conducted prior to the issuing of a permit by the Building Inspector.

See attached Sign rules for your particular zoning district!

Commercial Property with more than one sign shall show compliance with 150-10C1 of the Town code by providing pictures with sizes of all signs on the property.





Office Use Only Approved / Denied	
Date	_____
Permit #	_____
Fee	_____
Zoning	_____

Sign Permit Application

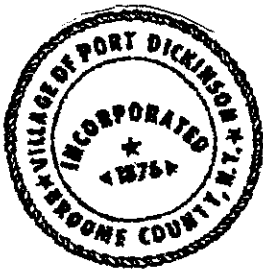
Property Owner Name	
Address	
Mailing Address (if different)	
Phone #	Cell Phone #
Email:	
Estimated Cost of Construction	
Tax Map #	
Existing Use of the Property	
Contractor Name	
Address	
Phone #	Cell Phone #
Email:	
Project Description:	

This information is true and correct, any changes, additions or omissions may void the permit and necessitate the submittal of a new application.

Contractor Name (Print) _____

Contractor Signature _____

Date _____



Office Use Only Approved / Denied	
Date	_____
Permit #	_____
Fee	_____

Property Owner Statement

I _____ am the property owner of _____
(print name) _____
(print street address)

Tax Map # _____ . Either I or my representative is applying for a permit to construct
(can be found on tax bill) _____
_____ on this property.
(print project type)

This information accurately describes the project to be performed. Any changes, additions, or omissions may void the permit and necessitate the submittal of a new application.

The project listed in this application cannot be used or occupied until the Building Inspector issues a Certificate of Compliance. The project must be completed to meet all New York State Building Codes to receive a Certificate of Compliance.

The Building Inspector may make periodic site visits to the project to perform general inspections. At each stage requiring inspection, no additional work will be done that will cover or preclude that inspection until it is complete and the Building Inspector has signed off on the inspection.

I understand it is my responsibility as the property owner to make sure inspections are completed and that if any work done prior to a scheduled inspection is dependent upon an item to be inspected, and that item fails inspection, that this work is done at my own risk and may require work to be redone.

I affirm under penalty of perjury that the information provided on this form is true and correct.

Property Owner's Name (Print) _____

Property Owner's Signature _____

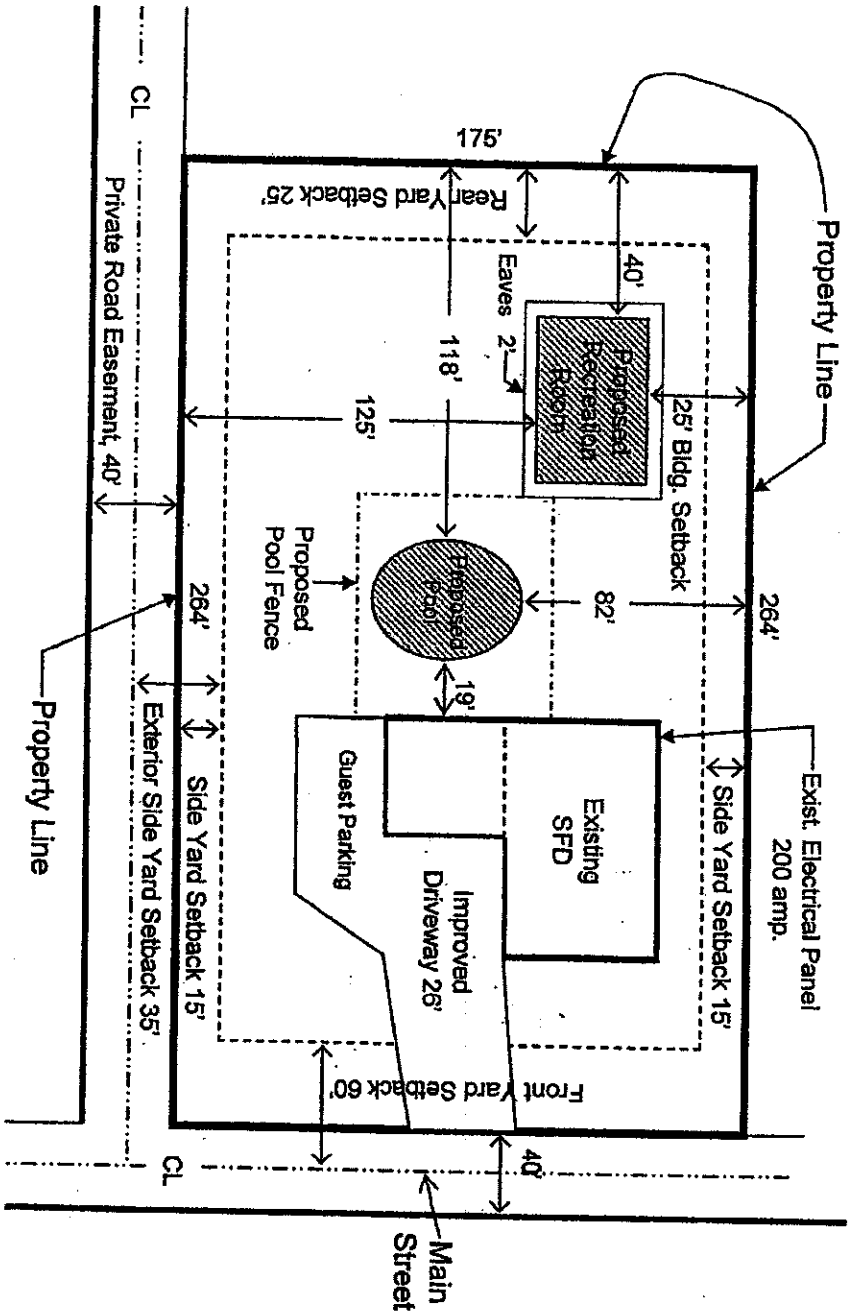
Minimum Plot Plan Information

All Items Listed Below must be shown to scale on the plot plans. If not shown, your plans will be rejected.

1. Two Complete sets of plot plans, minimum sheet size 18x24 (1 will remain with the permit application, 1 will be returned with the permit signed by the inspector as the official copy.
2. Show scale used i.e. (1" = 1 foot)
3. Show North arrow
4. Plot plans must be clear and legible (show entire parcel regardless of size, show all property line dimensions).
5. Show the foot print of all existing and proposed structures to scale, and labeled as either " Existing" or " proposed " (do not show " Future "structures).
6. Identify the use of each structure and include a summary/table of square footages and show location of all existing and proposed electrical services.
7. Indicate the required **Front, exterior sides and rear yard set backs. And building set backs.**
8. Survey pins shall be located.
9. Identify and show location of wells and septic systems.
10. Indicate property owners name, current address and parcel address
11. Indicate Tax Map#
12. Indicate Driveways and parking areas
13. Show all existing easements, roads, streets

This office will expect the quality of the sample shown

Plot Plan Sample



- Stormwater Notes:**
1. Stormwater BMP's must be shown on the plot plan or on an Erosion Control Plan that is a separate page of the plans. See form DPLU #272 for a sample of how these BMP's must be presented.
 2. If a grading or topographic plan is used, the grading and topographic information must not interfere with the clarity and presentation of the plot plan information.

DPLU #090 (09/19/2007)

Owner:
 Carl Sample
 123 Sample Street
 Sample Town, US 90000
 Ph. 700-700-7000

Contact:
 Mike Sample
 124 Sample Street
 Sample Town, US 90000
 Ph. 700-700-8000

Site Address:
 123 Sample Street
 Sample Town, US 90000
 APN# 500-500-50
 2.8 acres (net)

Summary Table
Existing:
 SFD, 2,500 sq.ft.
 Attached Garage, 800 sq.ft.
Proposed:
 Recreation room, 1,200 sq.ft.
 Pool 850 sq.ft.

North
 Scale 1" = 20'

Vicinity Map:

