



VILLAGE OF BALDWINSVILLE
Codes Enforcement Office



16 West Genesee Street
BALDWINSVILLE, NY 13027
Phone # (315) 635-2481 Fax # (315) 635-9231

FOR OFFICE USE ONLY

Table with 1 column and 4 rows: PERMIT #, Permit Fee:, Less ARB Sign Fee:, Recept./Ck. #

APPLICATION FOR SIGN PERMIT AS PER CHAPTER 268-4

The application process and building permit are subject to the conditions printed on the back. The Applicant is admonished to read the conditions on the back carefully. All permits issued by the Code Enforcement Office are strictly subject to the Zoning and Building Codes of the Village of Baldwinsville and the New York State Uniform Code applicable on the date of this application. NO ERROR OR OMISSION IN THE ISSUANCE OF A PERMIT SHALL LEGALIZE ANY CONSTRUCTION OR USE OTHERWISE PROHIBITED BY LAW.

NEW SIGN [] REPLACE EXISING [] MAINTAIN EXISTING []

Tax Map #: _____ Date: _____

Owner's Information:

Last Name: _____ First Name: _____ Corp. Name: _____
Street Address: _____ City: _____
State: _____ Zip Code: _____ Phone Number: _____ Email: _____

Applicant Information:

Last Name: _____ First Name: _____ Corp. Name: _____
Street Address: _____ City: _____
State: _____ Zip Code: _____ Phone Number: _____ Email: _____

Address of Permit Activity:

Street Address: _____ City: _____
State: _____ Zip Code: _____ Phone Number: _____

Description of Work:

Is this permit to legalize an existing sign: Yes [] No []

Architectural Review Board Approval Date (if applicable): _____

Use and Occupancy Classification _____ Construction Classification Type _____

Zoning District: _____ Verified By: _____

Max. Permitted Signage (SF): _____ Proposed Signage (SF): _____
Building Frontage (SF): _____ Is this a corner lot? _____
Setback from Street Required: _____ Provided: _____

Non-Residential Districts - Sign Description (check all that apply):

- Freestanding (max 24 SF/12 SF per side) [] Attached Sign (max 20% of SF of front face of building) []
Projecting Sign (max 24 SF/12 SF per side) [] Window Sign/Decals/Clings [] Subdivision Sign []
Corner lot ONLY - 2nd side of building (10% of SF of side portion of building) []
Secondary Entrance (attached only, max 6 SF) []

Sign Contractor:

Business/Corporate Name: _____
Last: _____ First: _____
Street Address: _____ City: _____
State: _____ Zip Code: _____ Phone Number: _____ Fax Number: _____

Electrician:

Business/Corporate Name: _____
Last: _____ First: _____ Middle Initial: _____ Permit Number: _____
Street Address: _____ City: _____
State: _____ Zip Code: _____ Phone Number: _____ Fax Number: _____

(over)

OWNER'S AUTHORIZATION

I (we) hereby certify that:

- 1] Two (2) fully detailed structural drawings (plans) prepared to scale at least one-quarter inch to the foot shall accompany this application. One (1) set of approved plans will be returned to you which contain the red-inked approval stamp of the Building/Codes Department. Said plans shall be kept on the construction site and exhibited on demand to any official of the Village. No application shall be deemed complete unless two (2) preliminary surveys, prepared by a licensed surveyor, are submitted showing the location of existing and proposed buildings on the property.
- 2] I (we) agree to permit the Code Enforcement Officer and any officer or employee of the Village of Baldwinsville to enter upon the premises and/or to photograph in the discharge of their duties with this application.
- 3] Approved plans and a copy of the approved permit shall remain on the premises at all times until a Certificate of Occupancy / Completion / is issued. These plans will be made available to the Code Enforcement Officer/ Inspector upon request.
- 4] The Code Enforcement Officer/ Inspector shall be given a minimum forty-eight (48) hours notice to make the required inspection and no work shall continue until such inspection has been completed and approved.
- 5] The owner or his representative shall be responsible to arrange for all required inspections and to renew all permits **prior to** expiration of same.
- 6] The owner shall be responsible for the presence of the appropriate representative for the required inspection as directed by the Code Enforcement Officer/ Inspector.
- 7] Permit shall expire six (6) months from the date of issuance unless approved construction is in progress. No work is to be started until permit has been received and posted by the owner/applicant. Commencement of any work prior to the receipt and posting of the permit will result in penalties, pursuant to Chapter 138-4 of the Code of the Village of Baldwinsville.
- 8] **It is the responsibility of the owner/applicant to submit plans and applications to the Village of Baldwinsville in compliance with all State and local laws.**
- 9] The owner and/or contractor shall notify the Code enforcement Officer immediately of any change or deviation from the approved plans occurring during the course of work.
- 10] All checks returned to the Village for non-payment will be charged a \$20.00 cash fee. In addition, the Village reserves the right to take any or all actions allowed by law.
- 11] I (we) shall maintain Insurance Certificates for General Liability, Workman's Compensation and NY Disability listing the Village of Baldwinsville as additionally insured and certificate holder until the completion of work under this permit and issuance of the appropriate certificate by the Village .
- 12] This permit expires 12 months after the date of issuance.

Please print – property in name of

depose and says that he/she resides at _____
mailing address of owner

in the State of _____, that he/she is the owner in fee of all certain lots, parcels of land shown on the attached survey Tax Map # _____, situated, lying and being within the incorporated area of the Village of Baldwinsville; that I/We have read and understand items one (1) through twelve (12) as herein stated, that the work to be done upon the premises shall be done in accordance with the approved application and accompanying plans of which he/she is totally familiar; And that he/she hereby names _____ as his/her representative to file this application on his/her behalf.

Signature of Owner: _____