



Village of Baldwinsville



Office of Code Enforcement

16 West Genesee Street, Baldwinsville, NY 13027

Phone (315) 635-2481 – Fax (315) 635-9231

ENCROACHMENT PERMIT CHECKLIST

- Encroachments may include A-Frame signs up to 8 square feet per side, tables and chairs, planters, benches, decorations, umbrellas, etc.

- Application for permit must be filled out.

- Please give a detailed description of the encroachment in the space provided.

- Placement must meet the Zoning requirements. 5 feet of clear sidewalk must be able to be safely maintained while the encroachment is in place and/or while tables are being used.

- Include plans showing the dimensions of the tables w/ chairs, decoration, or submit a brochure from the manufacturer/supplier that includes dimensions of the item(s). A-frame signs are limited to 8 square feet per side.

- A site visit/measurement is required prior to permit being issued.

Final Inspection Requirements

*You must call (315) 635-2481 when the items are placed,
as there is a **final inspection required** for this project.*

Please retain this sheet for your reference