

**APPLICATION FOR SIGN PERMIT**

Examined \_\_\_\_\_ 20\_\_

Approved \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
(Superintendent of Buildings)

VILLAGE OF MENANDS

Menands, New York

Building Department

Dated \_\_\_\_\_ 20\_\_

APPLICATION IS HEREBY MADE to the Building Department for the issuance of a Sign Permit pursuant to the New York State Building Construction Code for the construction of signs, or alterations, or for removal or demolition, as herein described. The applicant agrees to comply with all applicable laws, ordinances and regulations.

NOTE: READ INSTRUCTIONS ON REVERSE SIDE

Applicant is \_\_\_\_\_  
Owner, lessee, agent or builder

Applicant \_\_\_\_\_

Name of Owner of premises \_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone No. \_\_\_\_\_

1. Location of property Lot No. \_\_\_\_\_  
Street and Number \_\_\_\_\_  
\_\_\_\_\_

4. One Faced \_\_\_\_\_ Double Faced \_\_\_\_\_

5. Zone \_\_\_\_\_

6. Estimated cost \_\_\_\_\_

2. Location of sign \_\_\_\_\_  
\_\_\_\_\_

7. Sq. ft. \_\_\_\_\_

8. Fee \_\_\_\_\_

3. Size of sign Height \_\_\_\_\_ Width \_\_\_\_\_  
Overall Height \_\_\_\_\_

New York                    }  
                                      } ss  
County of \_\_\_\_\_}

\_\_\_\_\_ being duly sworn deposes and says that he/she is the applicant above named. He/she is the \_\_\_\_\_ of said owner or owners, and is duly authorized to perform or have performed the said work and to make and file this application; that all statements contained in this application are true to the best of his/her knowledge and belief, and that the work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

Sworn to before me

This \_\_\_\_ day \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
(Signature of applicant)

Notary Public, \_\_\_\_\_ County

## INSTRUCTIONS

a. This application must be completely filled in by typewriter or in ink and submitted in duplicate to the Superintendent of Buildings.

b. Plot plan showing location of lot and of buildings on premises, relationship to adjoining premises or public streets or areas, and giving a detailed description of layout of property must be drawn on the diagram which is part of this application.

c. This application must be accompanied by two complete sets of plans showing proposed construction and two complete sets of specifications. Plans and specifications shall describe the nature of the work to be performed, the materials and equipment to be used and installed and details of structural, mechanical, and electrical installations.

d. The work covered by this application may not be commenced before the issuance of Building Permit.

e. Upon approval of this application, the Building Department will issue a Sign Permit to the applicant together with approved, duplicate set of plans and specifications. Such permit and approved plans and specifications shall be kept on the premises available for inspection throughout the progress of the work.

f. Costs for the work described in the Application for Building Permit include the cost of all of the construction and other work done in connection therewith, exclusive of the cost of the land. If final cost shall exceed estimated cost, an additional fee may be required.

## PLOT DIAGRAM

Located clearly and distinctly all buildings, whether existing or proposed, and indicate all set-back dimensions from property lines. Give lot and block numbers or description according to deed, and show street names and indicate whether interior or corner lot.