

### APPLICATION FOR BUILDING PERMIT FOR SIGNS

- A) This application must be printed and submitted to the Victor Building Department. Incomplete applications will not be accepted.
- B) This application shall be accompanied with, unless otherwise specified by the Code Enforcement Officer:
  - i. A detailed, scale drawing or blueprint (maximum 1"=1') illustrating construction details of the sign, including lettering/design/color, position and height of other devices relating to the sign.
  - ii. A scale location plan (maximum 1"=20') showing the position of the sign on any buildings or structures, including elevations, and any private or public right-of-way
  - iii. An overall tape location or survey indicating: setbacks of all buildings; setbacks of signs, including freestanding; identification of all other signs.
  - iv. Written consent of the property owner, if not applicant.
- C) Applicant shall provide a certificate of insurance for Workmen's Compensation (C105.2, U-26.3,CE-200), Liability(Acord 25) and General Disability(DB-120.1,CE-200).
- D) The application fee shall be based on the Schedule of Fees available from the Building Department and shall be submitted upon approval of application.

Address of Job Site	_____	Work Start Date	_____
Business Name	_____	Estimated End Date	_____
Zoning District	_____	Estimated Value of Work	_____

Occupancy Type (use):  Assembly (A)     Business (B)     Educational (E)  
 Factory (F)     High-Hazard (H)     Institutional (I)  
 Mercantile (M)     Residential (R)     Storage (S)     Utility (U)

Applicant's Name	_____	Phone Number	_____
Applicant's Address	_____	Fax Number	_____
Applicant's email	_____	Cell Phone No.	_____
Owner's Name	_____	Phone Number	_____
Owner's Address	_____	Cell Phone No.	_____
Contractor/ Builder's Name	_____	Phone Number	_____
Contractor/Builder's Address	_____	Cell Phone No.	_____

*Acceptance does not relieve the agent, applicant, architect, builder, engineer, or owner from complying with any of the provisions of the NYS Building Code, Energy Code, SEQOR Act, Local Zoning, etc., whether stated, implied, or omitted in the plans and specifications submitted for the building permit.*

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

**APPLICATION CONTINUES ON NEXT PAGE**

The applicant shall, as part of this application, agree to:

- Notify the building department of any changes in the information contained in the application or approved plans and specifications.
- Perform all work in accordance to the submitted and accepted construction documents.
- Notify the building department 24 hours in advance for all required inspections and receive approval before any building element, equipment, or system is covered or enclosed.
- Authorize inspections by Code Enforcement Officer or his representative during all phases of construction.
- Prominently display on the premises the building permit issued and authorize the Building Inspector access for the purpose of inspections during construction.
- Not use in whole or in part for any purpose whatsoever until the structure meets all applicable codes, stipulations, all inspections have been made, approvals granted and a certificate of compliance is issued.
- Abide by Planning Board and Zoning Board of Appeals approvals and all plan amendments made by the Building Department.
- Have all electrical work inspected by an authorized agent and procure a certificate of approval.
- Commence work within six months of the issuance of this permit or the permit will be revoked.
- Make application for and pay all appropriate fees to the Town of Victor before a Certificate of Occupancy is issued if property is serviced by Town Municipal Water System and/or Sewer System.
- Protect and repair any of the town facilities pursuant to Section 162-55 (Sewer) and Section 202-9 (Water).
- Abide by the Town Construction Standards.
- Work may NOT commence prior to the issuance of the building permit.

Applicant's initials, signifying agreement to above: \_\_\_\_\_

### TYPE & SIZE OF SIGN

- Directional      Size: \_\_\_\_\_       Attached to Building      Size: \_\_\_\_\_
- Freestanding      Size: \_\_\_\_\_       Monument      Size: \_\_\_\_\_
- Other \_\_\_\_\_      Size: \_\_\_\_\_

**THANK YOU FOR COMPLETELY FILLING OUT THIS APPLICATION!**

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### For Office Use Only

	Signature	Date	
Examined by	_____	_____	Permit Fee _____
Referrals made?	_____	_____	Receipt # _____
PB Approval	_____	_____	Permit # _____
ZBA Approval	_____	_____	Date Issued _____
ARB Approval	_____	_____	
Other Approval	_____	_____	
Final Approved /Denied by	_____	_____	