

# Village of Williamsville

716-632-7747  
FAX 716-626-4964

5565 Main Street  
Williamsville, New York 14221



## **SIGN PERMIT APPLICATION**

### **Part I: Project Property, Owner & Project Information:**

#### **1. Project Location and Information**

Number and Street Address: \_\_\_\_\_

Tax map Number: \_\_\_\_\_

Current use of the property/building \_\_\_\_\_

Proposed use of the property/building \_\_\_\_\_

#### **2. Owner Identification**

Owner's name: \_\_\_\_\_

Address of owner: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ email: \_\_\_\_\_

#### **3. Tenant Identification**

Tenant Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ email: \_\_\_\_\_

**As noted in Part III of this application, if the tenant is the permit applicant, a written consent from the building owner upon which the sign is to be installed is required**

#### **4. Type of Sign**

– Pole Sign\*     – Wall Sign     – Awning\*     – Canopy\*     – Temporary     – Other

**\*Pole Signs and Awning and Canopy Signs where structure framing is required will also require a separate building permit**

**5. Description of Sign and Installation:**

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**6. Estimated Installation Cost** \$ \_\_\_\_\_

**CONTINUE TO PART TWO: DO NOT WRITE BELOW THIS LINE-OFFICIAL USE ONLY**

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_ Forwarded to \_\_\_\_\_

***Application Referred to:***

- Planning Board                      Date Referred: \_\_\_\_\_
- Other \_\_\_\_\_                      Date Referred: \_\_\_\_\_
- None

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***Part II: Designers and Contractors:***

1. Architect/Engineer: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Phone Number: \_\_\_\_\_
  
2. General Contractor: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
  
3. Electrical Contractor: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_

### ***Part III: Required Information for Submittal***

A minimum of three (3) copies of the following documents are required to be submitted with this application:

1. Completed Application Form
2. If the tenant is the permit applicant, a Written Consent from the building owner upon which the sign is to be installed
3. Property Survey
4. Site/Plot Plan (Indicating sign location(s))
5. Detailed Design Drawings including:
  - A. Scaled drawing of all proposed signage and affected building elevation
  - B. Lettering and pictorial matter composing the sign
  - C. Dimensions of the sign
  - D. Dimensions of sign lettering and or pictorial/graphics
  - E. Color(s) of sign background and sample(s) (Refer to Code of the Village of Williamsville for approved color)
  - F. Color(s) of sign lettering and/or graphic and sample(s) (Refer to Code of the Village of Williamsville for approved color)
  - G. Construction details of sign structure and mounting details
  - H. Pole signs also require plans detailing foundation, pole structure, connections, etc. stamped and signed by a licensed NYS Architect or Engineer
  - I. Awning and canopy signs also require plans detailing framing/structure, mounting information, finish materials, etc. stamped and signed by a licensed NYS Architect or Engineer
6. Color Photograph of Building

**If the proposed sign is deemed to be non compliant with the Code of the Village of Williamsville and must be submitted to the Village of Williamsville Planning Board for approval, TWENTY-TWO (22) additional copies of all listed documents will be required.**

#### **Important Notices: Read before signing**

1. Work conducted pursuant to this building permit must be visually inspected at certain intervals by the Code Enforcement Official. All work must conform to the New York State Uniform Fire Prevention and Building Code, the Code of the Village of Williamsville and all other applicable codes, rules or regulations.
2. Changes to the scope of work which deviate from the plans which were approved for the sign permit must be immediately reported to the Village of Williamsville Building Department for approval **before** any changes are completed. Revised drawings and Planning Board approval may be required dependent upon the extent of the revisions.
3. It is the owner's responsibility to contact the Village of Williamsville Building Department at 632-7747 (Monday through Friday from 8 am until 4 pm) at least 48 hours before the owner and /or contractor wishes to have an inspection conducted.
4. All permitted electrical work to be performed will be inspected by the Town of Amherst Electrical Inspector at the owner's expense. Please apply for the permit at the Town of Amherst.

5. **OWNER HEREBY AGREES TO ALLOW THE VILLAGE OF WILLIAMSVILLE BUILDING DEPARTMENT TO INSPECT THE SUFFICIENCY OF THE WORK BEING DONE PURSUANT TO THIS PERMIT, PROVIDED HOWEVER, THAT SUCH INSPECTION(S) IS (ARE) LIMITED TO THE WORK BEING CONDUCTED PURSUANT TO THIS PERMIT AND ANY OTHER NON-WORK RELATED VIOLATIONS WHICH ARE READILY DISCERNIBLE FROM SUCH INSPECTION(S).**
6. New York State law requires contractors to maintain Worker's Compensation and Disability Insurance for their employees. No permit will be issued unless currently valid Worker's compensation and Disability Insurance certificates are attached to this application or are on file with the Bureau of Fire Prevention and Inspection Services. If the contractor believes he/she is exempt from the requirements to provide Worker's Compensation and/or Disability Benefits, the contractor must complete form C-105.21 attached hereto.
7. This permit does not include any privilege of encroachment in, over, under or upon any village, county or state street or right-of-way.
8. The Sign Permit card must be displayed so as to be visible from the street nearest to the site of the work being conducted.

I, \_\_\_\_\_, the above named applicant, hereby attest that I am the lawful owner of the property describe within or am the lawful agent of said owner and affirm under penalty of perjury that all statements made by me on this application are true.

(Owner/Tenant Signature) \_\_\_\_\_ Date \_\_\_\_\_

(Contractor Signature) \_\_\_\_\_ Date \_\_\_\_\_

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Application Approved: \_\_\_\_\_ Date: \_\_\_\_\_ Permit No. \_\_\_\_\_

Permit issued by: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Expiration Date: \_\_\_\_\_

**Permit valid when approved and paid for.**

Fee: \$ \_\_\_\_\_ Receipt Number \_\_\_\_\_

Application Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Certificate of Compliance Issued by: \_\_\_\_\_ Date \_\_\_\_\_