

# Village of Williamsville

716-632-4120  
FAX: 716-632-6009  
www.village.williamsville.ny.us



5565 Main Street  
Williamsville, New York 14221

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## *Permanent Sign Permit Application Supplemental Form*

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### *Part I: Drawing Information*

All drawings for signs will show the following details:

1.  Lettering and pictorial matter composing the sign
2.  Dimensions of the sign and pre-approved sign color. A list of pre-approved colors is located in the Building Department.
3.  Dimensions of the lettering or emblem involved and pre-approved letter color. A list of pre-approved colors is located in the Building Department.
4.  Description of the construction details of the sign structure and mounting devices
5.  A location plan showing the position of the sign on the building or premises and such other information as the Building Inspector may require to show compliance with the provisions of the Village of Williamsville local law
6.  If the application is for a awning sign drawings will show the location, size, and structure of the awning and lettering or pictorial matter to appear thereon

### *Part II: Owner/Business Information*

1.  A written statement showing the name of the owner or person in control of the building or premises where such sign is to be located and the right authority of the applicant to obtain permit.
2. The following additional documentation must be filed with the application where applies:
  - If applicant is corporation: A copy of its Certificate of Incorporation along with a Certificate of Good Standing from the NYS Department of State
  - If applicant is a limited liability company: A copy of its Articles of Organization along with a Certificate of Good Standing from the NYS Department of State
  - If the applicant is doing business under an assumed name: A copy of the Certificate of Doing Business under an Assumed Name which is on file at the Erie County Clerk's Office
3.  Written consent of the owner of the building, structure or land upon which the sign is to be erected in the event that the applicant is not the owner thereof

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### Other required information and/or documents

1.  Indicate if illumination of the sign will be provided and type of lighting to be used: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2.  After approval of permit, all applicants shall be required to submit a photograph of the sign to the Building Department within **30 days** of the erection of the sign. Failure to do so shall be constituted as a violation of the code.

**General Sign Permit Expiration Date:** First day of July of every fifth year thereafter

(Signature) \_\_\_\_\_ Date: \_\_\_\_\_

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### DO NOT WRITE BELOW THIS LINE – OFFICIAL USE ONLY

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Application Approved      Date: \_\_\_\_\_      Permit Number: \_\_\_\_\_  
Permit issued by: \_\_\_\_\_      Date: \_\_\_\_\_  
Code Enforcement Official

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

Permit valid when approved and paid for. Fee: \_\_\_\_\_      Receipt Number: \_\_\_\_\_

Application Denied  
Code Enforcement Official: \_\_\_\_\_      Date: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_