

Village of East Syracuse

Development Office

204 N. Center Street
E. Syracuse, NY 13057

Phone (315) 437-3541
Fax (315) 463-2150

APPLICATION FOR A BUILDING (SIGN) PERMIT

Application is hereby made to Building and Zoning Department for the issuance of a Development Permit pursuant to the New York State Uniform Fire Prevention and Building Code for work herein described. The applicant agrees to comply with all laws, ordinances, regulations and revisions of the municipality in which the Permit is requested. **No work may be commenced prior to the issuance of a Building Permit.**

PART 1 GENERAL INFORMATION

1. Project Location and Information

Number and Street Address: _____

Tax Map Number: _____ Presently Zoned: _____

PLEASE BE ADVISED THAT ELECTRICAL INSTALLATION MUST BE APPROVED BY NEW YORK STATE BOARD OF FIRE UNDERWRITERS. ANY ILLUMINATION MUST HAVE THE UL SEAL OF APPROVAL.

2. Owner Identification

Owners Name: _____ Units on Premises: _____

Address of Owner: _____

City, State, Zip: _____ Phone #: _____

3. Nature of Work

Is there an Existing SIGN: Yes No

Proposed Materials: _____

New SIGN Addition Alteration Repair

4. Dimensions:

Sign Height: _____ Sign Width: _____ Sign Depth: _____

Building frontage: _____ Lot frontage: _____ Lot depth: _____

5. Estimated Project Cost: One Application, \$70.00/per sign fee due at time of submitting application

Contractors Estimate for the work to be performed: _____

If the work is to be performed by the homeowner: _____

6. Contractor:

Name: _____

Address: _____

City, State, Zip: _____ Phone # _____

CONTINUE ON PAGE TWO: DO NOT WRITE BELOW THIS LINE-OFFICIAL USE ONLY

Date Received: ___/___/___ Received by: _____ Forwarded to: _____

Special approval needed by: Zoning Board Planning Board Other \$50 Application Fee Collected

Additional Fee of: \$ _____ collected on ___/___/___ by: _____

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Important Notices: Read Before Signing

1. **A diagram showing location of SIGN on lot and/or buildings, relationship to adjoining premises or public streets or areas, and a complete set of specifications must be made a part of this application. Plans and specifications shall describe the nature of the work to be performed and the materials and equipment to be used and installed. Three sets of plans must accompany this application.** Work conducted pursuant to a building permit must be visually inspected by the Code Enforcement Office and must conform to the New York State Uniform Fire Prevention and Building Code, the Zoning Ordinance of the Village of East Syracuse, and all other applicable codes, rules or regulations.
2. **OWNER HEREBY AGREES TO ALLOW THE CODE ENFORCEMENT OFFICE REPRESENTATIVES TO INSPECT THE SUFFICIENCY OF THE WORK BEING DONE PURSUANT TO THIS PERMIT, PROVIDED HOWEVER, THAT SUCH INSPECTIONS(S) IS (ARE) LIMITED TO THE WORK BEING CONDUCTED PURSUANT TO THIS PERMIT AND ANY OTHER NON WORK-RELATED VIOLATIONS WHICH ARE READILLY DISCERNIBLE FROM SUCH INSPECTION(S).** *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 in the Village Office. If the contractor believes he/she is exempt from the requirements to provide Worker's Compensation and/or Disability Benefits, the contractor must complete C-105.21, attached hereto.*
3. This permit does not include any privilege of encroachment in, over, under, or upon any village, county or state street or right-of-way.
4. The building 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 described within or am the lawful agent of said owner and affirm under the penalty of perjury that all statements made by me on this application are true.

(Signature) _____ Date: _____

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