



TOWN OF VESTAL SIGN PERMIT APPLICATION

**ENGINEERING AND PLANNING
BUILDING/FIRE/CODE ENFORCEMENT**

133 Front Street
Vestal, New York 13850-1511
Web Site: www.vestalny.com
(607) 786-0980 Phone
(607) 786-0984 Fax

Office Use Only

Permit # _____

PR _____

Date _____

GENERAL INSTRUCTIONS

ALL INFORMATION RELATIVE TO THE PROPOSED WORK MUST BE COMPLETE

Drawings and Specifications MUST be submitted with this application

All Contractors / Sub-Contractors are required to have a valid Town of Vestal Operating Permit Prior to the commencement of any work

PERMITS CANNOT BE ISSUED IMMEDIATELY, PROCESSING MAY ENTAIL 2 TO 5 WEEKS, PLEASE PLAN ACCORDINGLY

*****NOTE: SITE PLANS AND SIGN RENDERING ARE REQUIRED AND MUST ACCOMPANY THIS APPLICATION*****

PROPERTY LOCATION

BCTM# _____ Property Owner of Record _____

Site Address _____

Zoning District _____ (Residential Office and Transitional Neighborhoods require three (3) sets of drawings. Drawings should be clear, accurate in color, size and detail. Site surveys are encouraged and may be required.)

*Total Square Feet of ALL signs CURRENTLY on this property _____

** Include all ground, exterior wall and roof signs on the parcel. *SEE PAGE 4 WORKSHEET*

** NOT REQUIRED FOR PROPERTIES WHERE THERE ARE FIVE OR MORE BUSINESSES, ALL OTHER INFORMATION IS REQUIRED.*

ADDITIONAL SITE LOCATION INFORMATION

APPLICANT - YES NO

Name of Business _____

Name of Business Owner _____

Address _____

City _____ State _____ Zip _____

Contact Person _____ Email Address _____

Phone # _____ Fax # _____

Mobile Phone # _____ Alternate # _____

Total Cost of Project \$ _____ (materials & labor)

Does this Project require Zoning Board approval? Yes No Pending Date Approved _____

SIGN CONTRACTOR INFORMATION

APPLICANT - YES NO

Company _____

Address _____

City _____ State _____ Zip _____

Contact Person _____ Email Address _____

Phone # _____ Fax # _____

SIGN TYPE NEW REPLACEMENT

- Ground Roof Wall Other (include in description)
 Non-Lighted Lighted / how _____ (Internal/Spots/Halo/Other)

Ground Sign Information: (setbacks must be to property lines NOT roads or sidewalks)

Front Setback _____ (Minimum 8') Side Setback _____ (Minimum 1') Height _____

Further Description: _____

Material _____ (Wood/Plastic/Resin/Metal/Other)

Size of Sign _____ X _____ Square Footage _____

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SUB-CONTRACTOR INFORMATION - Electrical

Company _____
Address _____
City _____ State _____ Zip _____
Contact Person _____ Email Address _____
Phone # _____ Fax # _____

SUB-CONTRACTOR INFORMATION – Other - Foundation / Carpenter / etc

Company _____
Address _____
City _____ State _____ Zip _____
Contact Person _____ Email Address _____
Phone # _____ Fax # _____

APPLICATION CERTIFICATION AND ACKNOWLEDGEMENT

PLEASE READ CAREFULLY AND SIGN BELOW.

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I certify that all the foregoing information is accurate.

I further acknowledge the following:

- Issuance of a permit may be subject to conditions and is subject to time limitations.
- Issuance of a permit is not authorization to violate public or private restrictions.
- Failure to comply with applicable construction regulations may result in the withholding of Certificate of Occupancy / Certificate of Compliance or future permits.
- Submission of any false information or misrepresentation is a violation of law and may result in permit revocation.

Signature _____
Owner (or agent if any)

Signature _____
Contractor / Owner Builder

Print Name _____

Print Name _____

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Town of Vestal Sign Worksheet

Current Signage

	Total #	Total Sq. Ft.
Ground Signs		
Wall Signs		
Directional/Regulatory Signs		
Total (not including Directional/Regulatory Signs)		

Allowed by Code

	#	Dimensions (LxWxH above grade)	Sq. Ft.
Ground Signs			
Wall Signs			
Total			

Proposed Signage

	Total #	Total Sq. Ft.
Ground Signs		
Wall Signs		
Directional/Regulatory Signs		
Total (not including Directional/Regulatory Signs)		

Variance to Code

	#	Dimensions (LxWxH above grade)	Sq. Ft.
Ground Signs			
Wall Signs			
Total			

Current Signage Breakdown

Identifier <small>(on Plot Plan)</small>	Dimensions/Sq. Ft./Type <small>(Ground/Wall)</small>	Description <small>(lighted/double sided/name/logo/etc.)</small>	Change <small>(delete/new/increase/decrease)</small>	

Proposed Signage Breakdown

Identifier <small>(on Plot Plan)</small>	Dimensions/Sq. Ft./Type <small>(Ground/Wall)</small>	Description <small>(lighted/double sided/name/logo/etc.)</small>	Change <small>(delete/new/increase/decrease)</small>	Variance Request, if applicable <small>(#,size, sq. ft.type,location, etc.)</small>