

# Town of Moreau

Building Department 351 Reynolds Road Moreau, NY 12828-9261 **Phone:** (518) 792-4762 **Fax:** (518)792-4615 Matt Dreimiller Building Inspector/CEO Kathy Perez Building Department Clerk

#### SIGN APPLICATION REQUIREMENTS

No construction activities may commence until an approved permit is issued

TWO SETS OF THE FOLLOWING INFORMATION MUST BE PROVIDED (ONE ORIGINAL AND ONE COPY):

- 1) <u>APPLICATION MUST BE FILLED OUT COMPLETELY & CLEARLY.</u> Name and address must be on each document submitted. The signatures of the property owner, applicant, or contractor is required.
- 2) Detailed drawings to include (but not limited to):
  - a. Foundation/footing
  - b. Design Details
  - c. Elevations
- 3) Plot plan drawn to scale with the use of a survey map, if available:a) Indicate proposed sign(s), showing setback dimensions from all property lines
- 4) Approved electrical inspection agency (if applicable)
- 5) Insurance requirements:
  - a. Owner, applicant, or contractor:
    - i. Certificate of Workers Compensation: Form C-105.2 or U-26.3
    - ii. Certificate of Disability insurance: Form DB-120.1 or DB-155
    - iii. Affidavit of Exemption of Workers Compensation and/or Disability Benefits Insurance Coverage: Form CE-200 found at <u>www.wcb.state.ny.us</u>

ACORD forms are not an acceptable proof of Workers Compensation or Disability Insurance Coverage

- 6) Must meet all of the Town of Moreau Code Requirements for Signs in Chapter 117
- 7) Fee as per fee schedule (Collected when application is approved)

Additional information may be required by the reviewing inspector as deemed necessary.

### **REQUIRED INSPECTIONS: 24 HOUR NOTICE REQUIRED**

\*\*\*\* Please do **NOT** leave requests for inspections on voicemail.

Inspections requested via voicemail may not be scheduled. \*\*\*\*

- Site Inspection
- Footing Inspection
- > Final Inspection (All required work must be complete) Including final electrical inspection
  - Must be completed before a Certificate of Compliance can be issued

## TOWN OF MOREAU SIGN PERMIT APPLICATION

| Location Information                    |                  |                        |      |  |  |  |  |  |
|---|------------------|------------------------|------|--|--|--|--|--|
| Job Site Address                        | Tax Map ID#      |                        |      |  |  |  |  |  |
| Total Cost of Work \$                   | Zoning District  |                        |      |  |  |  |  |  |
| Property Owner Information              |                  |                        |      |  |  |  |  |  |
| Owner's Name                            | Phone #          |                        |      |  |  |  |  |  |
| Address                                 | Email            |                        |      |  |  |  |  |  |
|   |                  |                        |      |  |  |  |  |  |
|   |                  | Owner's Signature      | Date |  |  |  |  |  |
| Applicant Information (if applicable    | •                |                        |      |  |  |  |  |  |
| Applicant                               | Phone #          |                        |      |  |  |  |  |  |
| Address                                 | Email            |                        |      |  |  |  |  |  |
|   |                  |                        |      |  |  |  |  |  |
|   |                  | Applicant's Signature  | Date |  |  |  |  |  |
| CONTRACTOR INFORMATION (if ap           |                  |                        |      |  |  |  |  |  |
| Applicant                               | Phone #          |                        |      |  |  |  |  |  |
| Address                                 | Email            |                        |      |  |  |  |  |  |
|   |                  |                        |      |  |  |  |  |  |
|   |                  | Contractor's Signature | Date |  |  |  |  |  |
| Person reconnsible for Code Compliance  |                  |                        |      |  |  |  |  |  |
| Person responsible for Code Compliance: |                  |                        |      |  |  |  |  |  |
|   |                  | · · ·                  |      |  |  |  |  |  |
| Official Use Only                       |                  |                        |      |  |  |  |  |  |
| Received:                               | Issued on:       | Permit #:              |      |  |  |  |  |  |
| Permit Fee: <b>\$ 50.00</b>             | Authorized Size: | sq. ft. Height:        |      |  |  |  |  |  |
| Building                                |                  |                        |      |  |  |  |  |  |
| Inspector:                              | Date Approved:   |                        |      |  |  |  |  |  |

## TOWN OF MOREAU SIGN INFORMATION

| Application for:   | New        |             |     | Modification to Existing Sign |                             |  |  |
|--|------------|-------------|-----|-------------------------------|-----------------------------|--|--|
|  |            |             |     | Woulledton to Exist           |                             |  |  |
| Type of Sign:  | Freesta    | anding      |     | Wall                          | Other                       |  |  |
| Square Footage of  |            |             |     |                               |                             |  |  |
| Proposed Sign  |            |             |     |                               |                             |  |  |
| Size of Sign (Length x   |            |             |     |                               |                             |  |  |
| Width)   |            |             |     |                               |                             |  |  |
| Setbacks:  |            |             |     |                               |                             |  |  |
| Front:   |            |             |     |                               |                             |  |  |
| Sides:   |            |             |     |                               |                             |  |  |
| Rear:  |            |             |     |                               |                             |  |  |
| Height:  |            |             |     |                               |                             |  |  |
| Proposed Sign Message:<br>Identify Location, Size, and Type of all existing signs: |            |             |     |                               |                             |  |  |
| I affirm that, the info<br>Town will rely on this<br>Applicant<br>Name (print):    | informatio | on in makir |     | on<br>Applicant               | e and I understand that the |  |  |
| OFFICIAL USE ONLY<br>Comments:   |            |             |     |                               |                             |  |  |
| Inspections:   | Pass       | Fail        | N/A | Date                          | Inspected By                |  |  |
| Footing  |            |             |     |                               |                             |  |  |
| Final  |            |             |     |                               |                             |  |  |

Electrical