

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: \$ 50.00	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: Identify Location, Size, and Type of all existing signs:							
I affirm that, the info Town will rely on this Applicant Name (print):	informatio	on in makir		on Applicant	e and I understand that the		
OFFICIAL USE ONLY Comments:							
Inspections:	Pass	Fail	N/A	Date	Inspected By		
Footing							
Final							

Electrical