



# Town of Moreau

Building and Zoning Dept.

Town Office Complex

351 Reynolds Road

Moreau, NY 12828-9261

Phone: (518) 792-4762 ~ Fax: (518) 792-4615

## SIGN APPLICATION REQUIREMENTS

**\*No construction activities begin until an approved permit is issued\***

**TWO SETS** OF THE FOLLOWING INFORMATION MUST BE PROVIDED (2 PHYSICAL COPIES)

- 1) **APPLICATION MUST BE FILLED OUT COMPLETELY & CLEARLY.** 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) **ELECTRICAL INSPECTION** -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**
- ACORD forms are not 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)

## TOWN OF MOREAU SIGN PERMIT APPLICATION

### LOCATION Information

Job Site Address \_\_\_\_\_

Tax Map ID# \_\_\_\_\_

Total Cost of Work \$ \_\_\_\_\_

Zoning District \_\_\_\_\_

### OWNER Information

Owner's Name(PRINT) \_\_\_\_\_

Phone # \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

### CONTRACTOR or AGENT INFORMATION (if applicable)

Applicant (PRINT) \_\_\_\_\_

Phone # \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_

Contractor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**PERSON RESPONSIBLE FOR CODE COMPLIANCE: (PRINT)** \_\_\_\_\_

### OFFICIAL USE ONLY

Permit Fee: : **\$ 100.00** Issue Date: \_\_\_/\_\_\_/\_\_\_ Expire Date: \_\_\_/\_\_\_/\_\_\_ Permit #: \_\_\_\_\_

Authorized Size: \_\_\_\_\_ sq. ft. Height: \_\_\_\_\_

Building Inspector: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Zoning Coordinator Approval:

## TOWN OF MOREAU SIGN INFORMATION

<b>Application for:</b>	New _____	Modification to Existing Sign _____	
<b>Type of Sign:</b>	Freestanding _____	Wall _____	Other _____
Square Footage of Proposed Sign			
Size of Sign (Length x Width)			
<b>SETBACKS:</b>			
Front:			
Sides:			
Rear:			
Height:			
Proposed Sign Message:			
Identify Location, Size, and Type of all existing signs:			

I affirm that the information I have given on this application is correct and complete and I understand that the Town will rely on this information in making its decision

Name (PRINT): \_\_\_\_\_ Name (SIGN): \_\_\_\_\_

<b>OFFICIAL USE ONLY</b>					
<b>COMMENTS:</b>					
<b>INSPECTIONS:</b>	Pass	Fail	N/A	Date	Inspected By
Footing					
Final					
Electrical					

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

INSPECTIONS REQUESTED VIA VOICEMAIL MAY NOT BE SCHEDULED

- **SITE** Inspection
- **FOOTING** Inspection
- **FINAL** Inspection (All required work must be complete) Including final electrical inspection

Inspections must be completed before a Certificate of Compliance can be issued