



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) **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) 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 www.wcb.state.ny.us**
- 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 applicable)

Applicant _____

Phone # _____

Address _____

Email _____

Contractor's Signature _____ Date _____

Person responsible for Code Compliance: _____

Name (Print)

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 _____	
Type of Sign:	Freestanding _____	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 information I've given on this application is correct and complete and I understand that the Town will rely on this information in making its decision

Applicant
Name (print): _____

Applicant
Name (signed): _____

OFFICIAL USE ONLY					
Comments:					
Inspections:	Pass	Fail	N/A	Date	Inspected By
Footing					
Final					
Electrical					