



Peter G. Crumme
Town Supervisor

Sign Permit Application

Town of Colonie Building Department
Public Operations Center, 347 Old Niskayuna Road
Latham, New York 12110

Sign Permit # _____

Phone (518) 783-2706 Fax (518) 783-2772
www.colonie.org/departments/building

PLEASE PRINT LEGIBLY

1. ADDRESS OF PROPOSED SIGN: _____

2. APPLICANT: _____
Name Address City State Zip

APPLICANT E-MAIL: _____ Phone (w) _____ (c) _____

3. AUTHORIZED AGENT: _____
Name

AGENT E-MAIL: _____ Phone (w) _____ (c) _____

4. CONTRACTOR: _____ Phone (w) _____ (c) _____

General Liability on File ☐ Yes ☐ No

Workers Compensation on file ☐ Yes ☐ No

Illuminated ☐ Yes ☐ No

5. APPLICATION FOR A:

Setbacks

Size of Sign

New Sign ☐ Front Yard _____ Width _____

Modification of Existing Sign ☐ Left Side _____ Height _____

Freestanding Sign ☐ Right Side _____ Sq. Ft. _____

Wall Sign ☐ Rear Yard _____ Height from grade _____

Other ☐

6. PROPOSED SIGN MESSAGE: _____

**SCHEDULE FINAL INSPECTION WITH THE BUILDING DEPT. AND PROVIDE THE ELECTRICAL CERTIFICATE
(IF REQUIRED) UPON COMPLETION TO CLOSE OUT PERMIT**

By signing this application, applicant certifies that any approved sign will be installed/constructed in accordance with the approved plans, pursuant to the Town of Colonie Code. Failure to comply will result in the required removal of the sign. THIS SIGN PERMIT EXPIRES SIX (6) MONTHS FROM THE DATE ISSUED.

PRINT NAME: _____ SIGNATURE: _____

OFFICIAL USE ONLY

Application Received By: _____ Date: _____ Check ☐ Cash ☐ CC ☐

Sign Approved by: _____ Sign Denied by: _____ Date: _____

Sign Approved by SRB Decision # _____ Date: _____

Conditions/comments: _____



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SIGN PERMIT APPLICATION REQUIREMENTS (§ 190-83)

1. CHECK LIST

- a. Sign application required for **each** sign.
- b. Proof of Liability Insurance and Worker's Compensation. If the applicant and sign installers are not the same, the Certificate of Insurance should be the installer's.
- c. One set of plans - drawn to scale on minimum 8½" x 11" or larger sheets maximum 11"x17".
- d. All plans must bear the seal and signature of a New York State Licensed Architect or Professional Engineer on each sheet.
- e. Sign plans shall include at least:
 1. Dimensions: total square footage, length, width and total sign height from the ground to top of sign.
 2. Proposed design, colors and materials.
 3. Details of any illumination source. Wiring and other electrical details.
 4. Structural details: foundation, vertical/horizontal supports, framing, fastening/joining methods and materials.
- f. For freestanding signs, a plot plan of the parcel on which the sign is to be placed delineating PROPERTY LINES, STREET LINES, BUILDING LOCATIONS AND DIMENSIONS, PARKING AREAS, LOCATION AND DIMENSIONS OF ALL OTHER SIGNS ON THE PARCEL, EXACT LOCATION OF THE PROPOSED SIGN INCLUDING DIMENSIONS OF SETBACKS FROM PROPERTY LINES (15' minimum) AND DISTANCE OF SIGN FROM THE BUILDING TO LEADING EDGE OF SIGN.
- g. For wall signs, an elevation drawing of the building with location and height of the proposed sign from grade to top of sign.
- h. Where a parcel has more than one frontage, the primary frontage shall be designated on the plot plan.
- i. Show calculations on sign plans using appropriate formula to determine the size of sign to be allowed.
- j. Statement of structural soundness that sign will withstand wind loads as prescribed in the Building Code of NYS.
- k. Plans shall bear the signature of owner, applicant or designer responsible for the design of the sign.

2. SIGN PERMIT FEE IS DUE WHEN THE APPLICATION IS SUBMITTED (NOT refundable)

- a. **Please refer to the Fee Schedule.**
- b. Please print your email address clearly. Your permit will be emailed when issued.

3. INSPECTIONS BY THE BUILDING DEPARTMENT ARE REQUIRED FOR NEW SIGNS

- a. You MUST call for an inspection as follows: Footings before pouring concrete.
- b. Final inspection is required for all signs

4. MISCELLANEOUS

- a. Permit and approved plans must be at the jobsite at all times.
- b. The Sign Permit application must be notarized. This is a legal document.
- c. Any electric work performed must be inspected by an approved electrical inspector.
- d. Applicant is responsible for providing electric inspection certification to the Building Dept.

**CALL UFPO TWO
WORKING DAYS
BEFORE DIGGING
811**