



TOWN OF GATES

SIGN PERMIT INFORMATION SHEET

Documents still needed:

1. OWNER OF PROPERTY _____ PH# _____

OWNER'S ADDRESS _____

2. NAME OF CONTACT PERSON _____ PH# _____ ←

OWNER ARCHITECT ENGINEER BUILDER OTHER _____

3. PROPERTY ADDRESS _____

4. SIGN LOCATION DETAILS: _____

5. TYPE OF SIGN:

BUILDING WALL MOUNTED: TENANT SPACE WIDTH _____

FREE STANDING: DISTANCE FROM FRONT SETBACK _____

TEMPORARY: _____

OTHER: _____

**Please
fill out
questions
on back →**

7. REQUIRED INFORMATION AT TIME OF SUBMITTAL:

1. SCALE DRAWINGS/CONSTRUCTION DETAILS

- INCLUDE DIMENSIONS OF SIGN WITH LETTERING
- PICTORIAL CONTENT OF THE SIGN (IN COLOR)
- POSITION OF LIGHTING OR OTHER EXTRANEIOUS DEVICES

2. SURVEY MAP/ LOCATION PLAN (PERMITS MAY BE DELAYED/REJECTED DUE TO SURVEY MAPS NOT PROVIDED)

- SHOWING POSITION OF THE SIGN ON ANY BUILDING
- OR ITS LOCATION/POSITION IN RELATION TO NEARBY
- BUILDING STRUCTURES TO PRIVATE, PUBLIC STREET OR HIGHWAY

3. PHOTOS

- OF EXISTING SIGN
- BUILDING SURROUNDING AREA

4. CONTRACTOR'S CERTIFICATE OF LIABILITY INSURANCE

5. CONTRACTOR'S NYS WORKER'S COMPENSATION-OR-"AFFIDAVIT (NYS WORKER'S COMPENSATION FORMS: [HTTP://WWW.WCB.NY.GOV/CONTENT/MAIN/FORMS/ALLFORMS.JSP](http://www.wcb.ny.gov/content/main/forms/allforms.jsp))

6. CONTRACTOR'S INFORMATION:

NON CONTRACTOR PERFORMING THE WORK OR NO WORKER'S COMPENSATION:
(YOU WILL NEED TO FILL OUT AN AFFIDAVIT OF EXEMPTION CE-200. CE-200 CAN BE FOUND ON NYS WEBSITE: [HTTP://WWW.WCB.NY.GOV/CONTENT/EBIZ/WC_DB_EXEMPTIONS/WC_DB_EXEMPTIONS.JSP](http://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/wc_db_exemptions.jsp))

CONTRACTOR _____ PH# _____

ADDRESS _____

Building Inspector's Notes

Blank area for Building Inspector's Notes.

OFFICE USE ONLY:

DATE RECEIVED: ____/____/____ RECIVED BY _____



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I. SIGN DETAILS [CHOOSE ONE]

WALL-FLUSH MOUNTED

WIDTH _____ LENGTH _____ =TOTAL SF _____ # OF SIDES OF SIGN _____

NAME OF ROAD SIGN IS FACING: _____

IF SIGN WILL BE FACING PARKING LOT, DOES THAT SIDE OF THE BUILDING HAVE A CUSTOMER ENTRANCE _____?

FRONT SETBACK OF BUILDING: _____

TENANT SPACE WIDTH: _____

COLORS IN SIGN? _____

DIRECTIONAL SIGN? _____

INTERNAL/EXTERNAL ILLUMINATION? (INCLUDE BEAM DIRECTION & LIGHT LOCATION:) _____

ANIMATED/ LED WITH STATIC MESSAGE? (INCLUDE MESSAGE:) _____

TIMING? EFFECTS? WITH TRANSITION FADE? _____

WORDS/DETAILS/PURPOSE: _____

WALL-PROJECTED

PROJECTING FEET _____ WIDTH _____ LENGTH _____ =TOTAL SF _____ # OF SIDES OF SIGN _____

DETAILS: _____

COLORS IN SIGN? _____

DIRECTIONAL SIGN? _____

INTERNAL/EXTERNAL ILLUMINATION? (INCLUDE BEAM DIRECTION & LIGHT LOCATION:) _____

ANIMATED/ LED WITH STATIC MESSAGE? (INCLUDE MESSAGE:) _____

TIMING? EFFECTS? WITH TRANSITION FADE? _____

WORDS/DETAILS/PURPOSE: _____

FREESTANDING

HEIGHT (FROM GRADE) _____ WIDTH _____ LENGTH _____ =TOTAL SF _____ # OF SIDES OF SIGN _____

SHOPPING CENTER ENTRANCE/DIRECTORY SIGN? _____

IS THIS SIGN FOR A GAS STATION? _____

NEAR AN INTERSECTION? _____

WHAT ROAD IS SIGN FACING? _____ # OF LANES: _____ SPEED LIMIT _____

SIGN FACING RESIDENTIAL AREA? _____

DISTANCE FROM PROPERTY LINE/RIGHT AWAY LINE _____

COLORS IN SIGN? _____

DIRECTIONAL SIGN? _____

INTERNAL/EXTERNAL ILLUMINATION? (INCLUDE BEAM DIRECTION & LIGHT LOCATION:) _____

ANIMATED/ LED WITH STATIC MESSAGE? (INCLUDE MESSAGE:) _____

TIMING? EFFECTS? WITH TRANSITION FADE? _____

WORDS/DETAILS/PURPOSE: _____

TEMPORARY: MOBILES PENNANTS FLAGS

COLORS IN SIGN? _____

DIRECTIONAL SIGN? _____

WORDS/DETAILS/PURPOSE: _____

BILLBOARD: TOWN ATTORNEY WILL NEED TO PRE-APPROVE. PLEASE FILL OUT INFORMATION ABOVE, THAT CLOSELY RELATES TO THE TYPE OF BILLBOARD THAT YOU ARE APPLYING FOR.