



# TOWN OF GATES

## SIGN PERMIT INFORMATION SHEET

WAITING ON

### 1. PROPERTY INFORMATION

PROPERTY OWNER \_\_\_\_\_ ADDRESS \_\_\_\_\_ PH# \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_ STE# \_\_\_\_\_

BUSINESS NAME AT PROPERTY ADDRESS (IF APPLICABLE) \_\_\_\_\_

ZONING, PARCEL, SUBDIVISION, LOT#: \_\_\_\_\_  RESIDENTIAL  COMMERCIAL  INDUSTRIAL

### 2. CONTACT INFORMATION

CONTACT COMPANY \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ PH# \_\_\_\_\_  OWNER  ARCHITECT  ENGINEER  BUILDER

CONTRACTOR NAME/COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_ PH# \_\_\_\_\_

### 3. SIGN TYPE (PLEASE LIST # OF SIGNS IN APPLICABLE BOX):

**Must complete next page**

# OF \_\_\_ BUILDING WALL MOUNTED SIGN(S)

# OF \_\_\_ BUILDING WALL PROJECTING SIGN(S)

# OF \_\_\_ FREESTANDING SIGN(S)

# OF \_\_\_ TEMPORARY SIGN

# OF \_\_\_ BILLBOARD SIGN

PROJECT DESCRIPTION / NOTES

### 4. INSURANCE DOCUMENTS REQUIRED

- BP-1 FORM IF HOMEOWNER PERFORMING THE WORK
- CE-200 FORM IF CONTRACTOR DOES NOT HAVE WORKER'S COMPENSATION INSURANCE. (COMPLETED ONLINE)
- CONTRACTOR'S CERTIFICATE OF LIABILITY INSURANCE & NYS WORKER'S COMPENSATION

### 5. PLAN DOCUMENTS REQUIRED

#### 1. SCALE DRAWINGS OR CONSTRUCTION DETAILS:

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

#### 2. SURVEY MAP:

- SHOWING WIDTH OF BUILDING FRONTAGE OR TENANT SPACE (IF WALL MOUNTED SIGN)
- SHOWING BUILDING SETBACK MEASUREMENTS FROM PROPERTY LINE

#### 3. PHOTOS SHOWING:

- SHOWING EXISTING SIGNS ON BUILDING
- SHOWING SIGN LOCATION/POSITION IN RELATION TO NEARBY BUILDING STRUCTURES TO PRIVATE, PUBLIC STREET OR HIGHWAY

#### 4. SIGN WORKSHEET:

- PLEASE COMPLETE THE SIGN WORKSHEET ON THE BACK OF THIS PAGE TO AVOID PERMIT DELAYS. →

BUILDING INSPECTOR NOTES:



# TOWN OF GATES

## SIGN PERMIT WORKSHEET FOR \_\_\_\_\_

### BUILDING WALL MOUNTED SIGNS

QUESTION	ANSWER		INSPECTOR'S NOTES & CODES
# OF PROPOSED SIGN(S)		HEIGHT	
SIGN WIDTH, LENGTH & SF	X	= SF	
WORDS ON SIGN(S)			
SIGN LOCATION			
BUILDING SETBACK DISTANCE FROM PROPERTY LINE?		BUILDING/TENANT SPACE FRONT WIDTH	
STREET NAME THAT SIGN WILL BE FACING			
PLEASE CHECK ALL THAT APPLY:	<input type="radio"/> YES <input type="radio"/> NO THIS IS AN <b>ILLUMINATED SIGN</b>		
	<input type="radio"/> YES <input type="radio"/> NO THIS IS AN <b>ELECTRONIC MESSAGE BOARD</b>		
	<input type="radio"/> YES <input type="radio"/> NO THERE ARE <b>EXISTING SIGNS</b> NOT BEING REPLACED		
	<input type="radio"/> YES <input type="radio"/> NO SIGN WILL HAVE <b>MORE THAN 3 COLORS</b>		
	<input type="radio"/> YES <input type="radio"/> NO WALL SIGN <b>WILL NOT BE FACING STREET</b>		
IF ANSWERED "YES", EXPLAIN DETAILS	<input type="radio"/> YES <input type="radio"/> NO <b>IF FACING PARKING, SIDE HAS CUSTOMER ENTRANCE</b>		
	<input type="radio"/> YES <input type="radio"/> NO <b>IF FACING PARKING, SIGN FACING RESIDENTIAL AREA</b>		
	<input type="radio"/> YES <input type="radio"/> NO <b>THIS IS IN AN INDUSTRIAL PARK OR DISTRICT</b>		

### FREESTANDING SIGNS

QUESTION	ANSWER		INSPECTOR'S NOTES & CODES
# OF PROPOSED SIGN(S)		HEIGHT	
SIGN WIDTH, LENGTH & SF	X	= SF	
WORDS ON SIGN(S)			
SIGN LOCATION			
DISTANCE OF SIGN TO PROPERTY LINE?	<i>(MEASURED FROM EDGE OF SIGN CLOSEST TO ROAD)</i>		
WHICH STREET WILL SIGN BE FACING?			
SPEED LIMIT ON STREET?		# OF LANES ON STREET?	
PLEASE CHECK ALL THAT APPLY:	<input type="radio"/> YES <input type="radio"/> NO THIS IS AN <b>ILLUMINATED SIGN</b>		
	<input type="radio"/> YES <input type="radio"/> NO THIS IS AN <b>ELECTRONIC MESSAGE BOARD</b>		
	<input type="radio"/> YES <input type="radio"/> NO THERE ARE <b>EXISTING SIGNS</b> NOT BEING REPLACED		
	<input type="radio"/> YES <input type="radio"/> NO SIGN WILL HAVE <b>MORE THAN 3 COLORS</b>		
	<input type="radio"/> YES <input type="radio"/> NO SIGN HAS <b>RESIDENTIAL AREA</b> SURROUNDING/NEXT TO		
	<input type="radio"/> YES <input type="radio"/> NO THIS IS A <b>TEMPORARY SIGN?</b>		
	<input type="radio"/> YES <input type="radio"/> NO THIS IS A <b>BILLBOARD SIGN?</b> <i>(TOWN ATTORNEY TO REVIEW)</i>		
	<input type="radio"/> YES <input type="radio"/> NO THIS IS A <b>GASOLINE STATION SIGN</b>		
IF ANSWERED "YES", EXPLAIN DETAILS	<input type="radio"/> YES <input type="radio"/> NO THIS IS A <b>DIRECTORY SIGN</b> <i>(EXAMPLE: LIST OF TENANTS)</i>		
	<input type="radio"/> YES <input type="radio"/> NO THIS IS A <b>DIRECTIONAL SIGN</b> <i>(EXAMPLE: "ENTRANCE")</i>		
	<input type="radio"/> YES <input type="radio"/> NO <b>THIS IS IN AN INDUSTRIAL PARK OR DISTRICT</b>		