

APPLICATION FOR BUILDING PERMIT FOR SIGNS

- A.) This application must be printed and submitted to the Victor Building Department. Incomplete applications will not be accepted.
- B.) This application shall be accompanied with, unless otherwise specified by the Code Enforcement Officer:
 - i. A site map showing sign location, existing buildings and parking lots, and dimensions between the sign and all roadways;
 - ii. Detailed drawing to scale showing construction details, color, dimensions of sign, etc.
 - iii. Detailed drawing showing position of any lighting.
 - iv. Any Planning Board, Zoning Board of Appeals, or State variance approvals
- C.) Applicant shall provide a certificate of insurance for Workmen's Compensation / Employer's Liability and Disability Insurance presently held by the General Contractor.
- D.) The application fee shall be based on the Schedule of Fees available from the Building Department and shall be submitted upon approval of application.

Address of Job Site

Work Start Date

Business Name

Estimated End Date

Tap map #

Estimated Value of Work

- Occupancy Type (use): Assembly (A) Business (B) Educational (E)
 Factory (F) High-Hazard (H) Institutional (I)
 Mercantile (M) Residential (R) Storage (S) Utility (U)

Applicant's Name

Phone Number

Applicant's Address

Fax Number

Applicant's email

Owner's Name

Phone Number

Owner's Address

Contractor/ Builder's Name

Phone Number

Contractor/Builder's Address

Cell Phone No.

Town and Village of Victor Code requires most signs to receive Planning Board approvals prior to issuance of building permit. In many cases, there are other approvals needed as well. Please inquire about submission requirements, deadlines, etc., as soon as possible.

Acceptance does not relieve the agent, applicant, architect, builder, engineer, or owner from complying with any of the provisions of the NYS Building Code, Energy Code, SEQR Act, Local Zoning, etc., whether stated, implied, or omitted in the plans and specifications submitted for the building permit.

Signature of Applicant: _____ Date _____

APPLICATION CONTINUES ON NEXT PAGE

The applicant shall, as part of this application, agree to:

Notify the building department of any changes in the information contained in the application or approved plans and specifications.

Perform all work in accordance to the submitted and accepted construction documents.

Notify the building department 24 hours in advance for all required inspections and receive approval before any building element, equipment, or system is covered or enclosed.

Authorize inspections by Code Enforcement Officer or his representative during all phases of construction.

Prominently display on the premises the building permit issued and authorize the Building Inspector access for the purpose of inspections during construction.

Not use in whole or in part for any purpose whatsoever until the structure meets all applicable codes, stipulations, all inspections have been made, approvals granted and a certificate of compliance is issued.

Abide by Planning Board and Zoning Board of Appeals approvals and all plan amendments made by the Building Department.

Have all electrical work inspected by an authorized agent and procure a certificate of approval.

Commence work within six months of the issuance of this permit or the permit will be revoked.

Make application for and pay all appropriate fees to the Town of Victor before a Certificate of Occupancy is issued if property is serviced by Town Municipal Water System and/or Sewer System.

Protect and repair any of the town facilities pursuant to Section 162-55 (Sewer) and Section 202-9 (Water).

Abide by the Town Construction Standards.

Work may NOT commence prior to the issuance of the building permit.

Applicant's initials, signifying agreement to above: _____

TYPE & SIZE OF SIGN

- Directional Size: _____ Attached to Building Size: _____
- Freestanding Size: _____ Monument Size: _____
- Other _____ Size: _____

THANK YOU FOR COMPLETELY FILLING OUT THIS APPLICATION!

For Office Use Only

signature

date

Examined by

Permit Fee

PB Approval

Receipt #

ZBA Approval

Permit #

ARB Approval

Date issued

Other Approval

Approved/Denied by