



APPLICATION FOR SIGN PERMIT

City of Watertown Code Enforcement Bureau, 245 Washington St., Suite 105, Watertown, NY 13601
Phone 315-785-7735 fax: 315-785-7854 www.watertown-ny.gov

TO BE FILLED OUT BY APPLICANT - PLEASE PRINT OR TYPE DATE: _____, 20__

PREMISES ADDRESS: _____ BUSINESS: _____

TOTAL BUILDING FRONTAGE in Linear Feet _____ If corner property; SIDE: _____

OWNER: _____ ADDRESS: _____

CONTRACTOR: _____ ADDRESS: _____

LIAB. INS. CO.: _____ POLICY NO.: _____ EXP. _____

COMP. INS. CO.: _____ POLICY NO.: _____ EXP. _____

CIRCLE EXISTING SIGN(S): PROJECT SCOPE: *Replacement / *Removal / *Repair / *Alteration / *Reface

NEW INSTALLATIONS: SPECIFY dimensions, wording and location of ALL "On Site Business" signs **BELOW**

LIST REQUESTED SIGNS: Circle **N** for NEW and **E** for EXISTING

BUILDING - FLAT or **PROJECTING** (out) location examples: Building/ Window/ Door/ front, side(s), etc.

SIGN #1 N / E Location: _____ SIGN #2 N / E Location: _____

SIZE: _____ = sq ft SIZE: _____ = sq ft

WORDING: _____ WORDING: _____

Lighted; not-lighted; sgl-face; dbl-face **circle** Lighted; not-lighted; sgl-face; dbl-face

SIGN #3 N / E Location: _____ SIGN #4 N / E Location: _____

SIZE: _____ = sq ft SIZE: _____ = sq ft

WORDING: _____ WORDING: _____

Lighted; not-lighted; sgl-face; dbl-face **circle** Lighted; not-lighted; sgl-face; dbl-face

FREE STANDING: **NEW** installations or **SIZE CHANGES** require wind load /footer and foundation details

ENGINEERED DOCUMENTATION IS REQUIRED TO BE ATTACHED PROVIDING THE INFORMATION BELOW:

SUPPORT TYPE: pylon /pole(s) / monument /other (specify) _____ DISTANCE from bottom of sign to ground: _____

Length _____ Width _____ Depth _____ Height _____ material _____

FOUNDATION information: Base material _____ Length _____ Width _____ Depth _____

SIGN #1 N / E Location _____

A JOINT ON-SITE INSPECTION IS REQUIRED FOR LOCATION DETAILS PRIOR TO PERMIT ISSUANCE, UNLESS OTHERWISE RELEASED BY CODE OFFICIAL

WORDING: _____

SIZE: _____ = sq ft **circle** Lighted/not-lighted; sgl-face/dbl-face

PLOT DIAGRAM/SITE DETAIL INSTRUCTIONS: Show lot lines, streets, buildings & sign location, building elevations with window & door locations for signs to be attached to buildings, methods of supports or anchors. Indicate clearances and other pertinent information, such as WILL the sign overhang Walk /Street /Margin (WHICH?) OR WON'T overhang vehicular or pedestrian way

(I) (WE) certify that all statements made in this application are true and correct. (I) (WE) also have read all statements, conditions, and restrictions contained in this application and agree to comply with the same, & affix or cause to be affixed (MY) (OUR) signature hereto under penalty of perjury.

PROPERTY OWNER: _____ BY: _____ (see attached)

DO NOT WRITE IN SPACE BELOW

Zoning District _____ Allows _____ Maximum - Building Linear Front Allows _____ Maximum

Total # OF SIGNS REQUESTED _____ TOTAL SF APPROVED: _____

PERMIT FEE IS PAYABLE UPON APPROVAL OF APPLICATION: Home Occupancy: \$ 10.00 Business: \$ 75.00 (see billboard information below)

PERMIT ISSUED NO.: S - _____ COMPTROLLER'S RECEIPT NO.: _____

REFUSAL _____ EXPLANATION: _____

CODE ENFORCEMENT OFFICER SIGNATURE _____ DATE: _____

*Billboard or Sky Signs permitted with separate Building Permit and Planning Department Approval only