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TOWN OF VILLENOVA

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Assessor
Roger K. Newell

Justice
Ronald G. Lucas

Business Sign Permit Application Process

List of required documents to be submitted for business sign permit application approval

All applicable documents listed below must be fully completed and submitted to this office prior to the issuance of a business sign permit. Failure to submit any of the required documents or submittal of any incomplete documents, will result in a delay of the building permit being issued

- 1) Building Application - A FULLY COMPLETED BUSINESS SIGN PERMIT APPLICATION including date, full name and address, phone #, fax #, e-mail of applicant, property owner, and contractor. Building site address, section block and lot number, scope proposed work and signature of the property owner. (land contract owner signature shall not be approved)
- 2) Drawings - A drawing of ALL proposed work must be submitted prior to the approval of a business sign permit, Plans for all commercial applications and residential applications over 1500 square feet must submit TWO copies of stamped drawings by a licensed architect or engineer.
- 3) Site Plan - A site plan of ALL buildings on the lot including length, width and setback measurements from lot lines must be submitted prior to the approval of a business sign permit.
- 4) Workers Compensation Document – ALL PERMITS REQUIRE ONE OF THE FOLLOWING FIVE NYSWCB DOCUMENTS BE SUBMITTED PRIOR TO THE APPROVAL OF A BUSINESS SIGN PERMIT
(All NYSWCB forms are submitted under penalty of perjury, a felony, carrying penalty up to four years in prison)
 - a) BP-1 Form..... If ALL work is being done by homeowner – no contractors working on project (40 hour rule) Form can be printed at www.wcb.state.ny.us
 - b) CE-200 Form.....Exemption for sole proprietor contractor that is not required to carry workers comp Not a waiver of workers compensation (does not apply to subcontractors) Form can be completed at www.wcb.state.ny.us or call 866-546-9322
 - c) C-105.2 Form.....For contractors covered by private N.Y.S. licensed insurance carriers (SI-12 Self Insur)
 - d) U-26.3 Form..... For businesses insured by the N.Y.S. insurance fund
 - e) DB-120.1 Form...For Businesses with Certificate of Disability Benefits (DB-155 Self Insurance)
- 5) Specialized Inspections – Third party inspectors are required for all specialized inspections and must be identified prior to the approval of a business sign permit - electrical inspectors, structural steel inspectors, elevator inspectors, asbestos & lead removal, etc. All third party inspectors must be identified by business name, address, phone # , fax # .
- 6) A Certificate of Compliance can be obtained at the building inspectors office after final inspection and any or all remedies have been completed.

TOWN OF VILLENOVA

BUSINESS SIGN PERMIT APPLICATION

Building Inspector Phone (716) 640 - 3093

Property Street Address: _____

Tax Parcel Number Section # _____ Block # _____ Lot # _____

Property Owner: _____

Name Address

Phone # E-mail Fax #

Applicant: (other than owner) _____

Name Address

Phone # E-mail Fax #

Contractor: _____

Name Address

Phone # E-mail Fax #

Specialized Inspectors: _____

Electrical, Asbestos Abatement, Elevator,
Structural Steel, Lead Abatement, Etc.

Name Address

Phone # E-mail Fax #

Scope of work _____

Total Square Footage _____ Length _____ Width _____ Height _____

Total Estimated Cost (Value Including Labor and Material) \$ _____

Location of Sign Mounted on a Building _____ Means of Attachment _____

Location of Free Standing Sign _____

Footer - - - - - Material _____ Width _____ Depth _____

Foundation - - - - Material _____ Width _____ Depth _____

Proposed Lighting / Electrical _____

Signature of Property Owner _____ Date _____

Office Use Only: PERMIT NUMBER _____ CEO INITIAL _____

REQUIRED SITE PLAN DRAWING

- 1) Draw the lot size (record the total acreage and distance in feet of all sides of property)
- 2) Draw the location of any existing buildings on property and any buildings on adjoining property within 10 feet of property lines. (record all building sizes and distances)
- 3) Draw the location of the proposed work in relation to attached or surrounding buildings (record all distances)
- 4) Measure and record distance of front yard setback, side yard setback, rear yard setback

DRAW SITE PLAN HERE OR ATTACH DRAWING TO APPLICATION
(Drawn to Scale)

Signature of Property Owner

Application is hereby made to the Town of Villenova for the issuance of a Business Sign Permit. The undersigned has submitted a completed application, plans, specifications, a site plan drawing, worker compensation documents, which are hereto attached, incorporated into and made a part of this application. In consideration of the granting of the permit hereby petitioned for, the undersigned hereby agrees that if such permit is granted, he/she will comply with the terms pursuant to the Town of Villenova Zoning Code, the New York State Fire Prevention and Building Codes and Standards for construction of new buildings, additions, alterations, change of occupancy, removal or demolition, the Sanitary Code of the Chautauqua County Health Department, Dig Safely New York and regulations of the New York State Department of Transportation. He/she will preserve the established building line; and have full notification to the Code Enforcement Officer upon start of construction, allow for periodic inspections, and that he/she will not use or permit to be used, the structure covered by this permit, until all inspections have been performed, structure is completely finished, and a Certificate of Compliance has been issued. The undersigned hereby certifies that all of the information in this petition is correct and true.

Signature of Property Owner _____ Date _____

1. The building permit placard MUST be displayed in a conspicuous location on the building site until construction is complete and a Certificate of Compliance is issued.
2. Any deviation from the original approved plans shall require submittal of new drawings showing all proposed changes and approval by the Code Enforcement Official.
3. Inspections are required upon completion of the following work. Failure to call for a required inspection may result in a delay or a stop work order.
5. CALL DIG SAFELY NEW YORK TWO FULL WORKING DAYS BEFORE YOU DIG
CALL 811 or 1-800-962-7962
6. All electrical work must be inspected by a specialized electrical inspector
7. The work covered by this application shall not be started prior to the issuance of the Business Sign permit.
8. If you have any questions at any time or to schedule an inspection, you may call the Code Enforcement Officer, David H. Crossley at 640-3093.