

TOWN OF
FARMINGTON



Commercial Sign Permit Application

- This Application must be filled out completely and submitted to the building department.
- The permit will be issued when all review notes are addressed, insurances are on file, and permit fees are paid

- Completed Application Plot plan or site plan showing any existing signs and proposed sign locations
- Detailed Drawings of all proposed signs including lighting Insurance

Incomplete Applications Will Not Be Accepted

Value of Work \$ _____

Project Location _____ Tax Map _____

Applicant's Name _____ Phone # _____

Applicant's Address _____

Applicant's Email _____

Business Name _____

Business Contact Name _____

Business Contact Email _____

Contractor's Name _____ Phone # _____

Contractor's Address _____

Contractor's Email _____

Please Ensure All Information Is Legible

Type of Sign* (Directional, Building Mounted, Monument Sign, Free Standing, Pole Mounted)	Dimensions	Total Area	Installed Height
	ft. x ft.	sq. ft.	ft.
	ft. x ft.	sq. ft.	ft.
	ft. x ft.	sq. ft.	ft.
	ft. x ft.	sq. ft.	ft.
	ft. x ft.	sq. ft.	ft.
	ft. x ft.	sq. ft.	ft.

The Applicant Shall, as part of this application, agree to:

- Notify the Building Department of any change in the information contained in the application or approved plans and specifications.
- Prominently display on the premises the building permit issued and authorize the inspector access for the purpose of inspections during construction and/or installation of the Signs.
- Abide by Planning Board, Zoning Board of Appeals, Town Board approval resolutions, if required, and all plan amendments made by the Building Department.
- At the time of the issuance of a permit, a copy of approved plans will be kept at the work site, available for inspection throughout the progress of the work.
- Work may **NOT** Commence prior to the issuance of a building permit.
- Must Notify the Building Department **24-48 hours** in advance for all required inspections.
- If requested by a town employee the general contractor and/or property owner must be present at the inspection.

Acceptance does not relieve the agent, applicant, architect, builder, engineer, or owner from complying with any of the provisions of the International Building Code and New York State Supplement, Energy Code, SEQR Act, Local Zoning, etc., whether stated, implied, or omitted in the plans and specifications submitted for the building permit. Incorrect information may result in revocation of permit.

Signature of Applicant: _____

Date _____