



Sign Permit Application

Town of Brunswick Building Department

Sign Permit # _____

336 Town Office Road
Troy, NY 12180-8809

PLEASE PRINT LEGIBLY

Tel. (518) 279-3452 Fax. (518) 279-4352

1. ADDRESS OF PROPOSED SIGN: _____

2. APPLICANT: _____
Name Address City State Zip

APPLICANT E-MAIL: _____ Phone (w) _____ (c) _____

3. AUTHORIZED AGENT: _____
Name

AGENT E-MAIL: _____ Phone (w) _____ (c) _____

4. CONTRACTOR: _____ Phone (w) _____ (c) _____

General Liability on File Yes NoWorkers Compensation on file Yes No

5. APPLICATION FOR A:

Setbacks

Size of Sign

New Sign Front Yard _____ Width _____Modification of Existing Sign Left Side _____ Height _____Freestanding Sign Right Side _____ Sq. Ft. _____Wall Sign Rear Yard _____ Height from grade _____Other

6. PROPOSED SIGN MESSAGE: _____

By signing this application, Applicant certifies that any approved sign will be installed/constructed in accordance with the approved plans, pursuant to the Brunswick sign law. Failure to comply will result in the required removal of the sign.

PRINT NAME: _____

Sworn to before me this _____ day of _____, 20____.

SIGNATURE: _____

Notary Public**OFFICIAL USE ONLY**

Application Received By: _____ Date: _____

Check Cash Site Plan Sign Plans Planning

Sign Approved by: _____ Sign Denied by: _____ Date: _____

Sign Approved by SRB Decision # _____ Date: _____

Conditions/comments: _____



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SIGN PERMIT APPLICATION REQUIREMENTS

1. CHECK LIST

- a. Sign application required for **each** sign.
- b. Proof of Liability Insurance and Worker's Compensation. If the applicant and sign installers are not the same, the Certificate of Insurance should be the installer's.
- c. 2 sets of plans - drawn to scale on minimum 8½" x 11" or larger sheets maximum 11"x17".
- d. Sign plans shall include at least:
 1. Dimensions: total square footage, length, width and total sign height from the ground to top of sign.
 2. Proposed design, colors and materials.
 3. Details of any illumination source. Wiring and other electrical details.
 4. Structural details: foundation, vertical/horizontal supports, framing, fastening/joining methods and materials.
- e. For freestanding signs, a plot plan of the parcel on which the sign is to be placed delineating PROPERTY LINES, STREET LINES, BUILDING LOCATIONS AND DIMENSIONS, PARKING AREAS, LOCATION AND DIMENSIONS OF ALL OTHER SIGNS ON THE PARCEL, EXACT LOCATION OF THE PROPOSED SIGN INCLUDING DIMENSIONS OF SETBACKS FROM PROPERTY LINES (15' minimum) AND DISTANCE OF SIGN FROM THE BUILDING TO LEADING EDGE OF SIGN.
- f. For wall signs, an elevation drawing of the building with location and height of the proposed sign from grade to top of sign.
- g. Where a parcel has more than one frontage, the primary frontage shall be designated on the plot plan.
- h. Show calculations on sign plans using appropriate formula to determine the size of sign to be allowed.
- i. Statement of structural soundness that sign will withstand wind loads as prescribed in the Building Code of NYS.
- j. Plans shall bear the signature of owner, applicant or designer responsible for the design of the sign.

2. SIGN PERMIT FEE IS DUE WHEN THE APPLICATION IS SUBMITTED (NOT refundable)

- a. \$1 fee for each sign permit is required, cash or check made payable to the Town of Brunswick
- b. Please print your email address clearly. Your permit will be emailed when issue.

3. INSPECTIONS BY THE BUILDING DEPARTMENT ARE REQUIRED FOR NEW FREESTANDING SIGNS

- a. You MUST call for an inspection as follows: Footings before pouring concrete.

4. MISCELLANEOUS

- a. Permit and approved plans must be at the jobsite at all times.
- b. The Sign Permit application must be notarized. This is a legal document.
- c. Any electric work performed must be inspected by an approved electrical inspector.
- d. Applicant is responsible for providing electric inspection certification to the Building Dept.

**CALL UFPO TWO
WORKING DAYS
BEFORE DIGGING
811**