



# Sign Permit Application

## Town of Brunswick Building Department

336 Town Office Road  
Troy, NY 12180-8809  
Tel. (518) 279-3461 Fax. (518) 279-4352

Sign Permit # \_\_\_\_\_

ADDRESS OF PROPOSED SIGN: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

APPLICANT E-MAIL: \_\_\_\_\_ Phone: \_\_\_\_\_

AUTHORIZED AGENT: \_\_\_\_\_

AGENT E-MAIL: \_\_\_\_\_ Phone: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ Phone: \_\_\_\_\_

General Liability on File: Yes  No

Workers Compensation on file: Yes  No

### APPLICATION FOR A:

- New Sign
- Modification of Existing Sign 
  - Freestanding Sign
  - Wall Sign
  - Other

### Setbacks

- Front Yard \_\_\_\_\_
- Left Side \_\_\_\_\_
- Right Side \_\_\_\_\_
- Rear Yard \_\_\_\_\_

### Size of Sign

- Width \_\_\_\_\_
- Height \_\_\_\_\_
- Sq. Ft \_\_\_\_\_
- Height from grade \_\_\_\_\_

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: \_\_\_\_\_

Signature: \_\_\_\_\_

Sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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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PLEASE PRINT LEGIBLY

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### SIGN PERMIT APPLICATION REQUIREMENTS

#### 1. CHECK LIST

- a. Sign application required for each sign.
- b. Proof of Liability and Worker's Compensation and Disability Insurances. If the applicant and sign installers are not the same, the Certificates of Insurance should be the installer's.
- c. 2 sets of plans - drawn to scale on minimum 8 $\frac{1}{2}$ " 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. A fee for each sign permit is required, cash or check made payable to the Town of Brunswick.

#### 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**