



# 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