



Village of Wellsville

Office of Code Enforcement
156 North Main Street PO Box 591 * Wellsville, New York 14895
Phone: (585) 596-1755 * FAX: (585) 593-7260

SIGN REVIEW and SIGN PERMIT APPLICATION

1. Address where sign will be erected _____
2. Property Tax ID # _____
3. Is the building single or multiple occupancy? _____
4. Property Owner _____ Phone _____

WRITTEN PROPERTY OWNER APPROVAL MUST BE RECEIVED BEFORE SIGN PERMIT WILL BE ISSUED

Address _____

5. Lessee _____ Phone _____
 6. Contractor _____ Phone _____
- Address _____

Workers Compensation Documentation - ALL PERMITS REQUIRE ONE OF THE FOLLOWING FIVE NYSWCB DOCUMENTS BE SUBMITTED PRIOR TO THE APPROVAL OF A BUILDING PERMIT (All NYSWCB forms are submitted under penalty of perjury, a felony, carrying penalty up to four years in prison)

- 1) 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
- 2) 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
- 3) C-105.2 Form.....For contractors covered by private N.Y.S. licensed insurance carriers (SI-12 Self Insured)
- 4) U-26.3 Form.....For businesses insured by the N.Y.S. insurance fund
- 5) DB-120.1 Form.....For businesses with Certificate of Disability Benefits (DB-155 for Self Insurance)

General Liability Insurance - Please submit an ACCORD form showing your coverage.

7. Type of Sign (building face, freestanding, awning, etc.) _____
8. Sign Text _____
9. Sign Materials and Construction _____
10. Sign Illumination _____
11. **Approvals required:**
PB (sign Committee) _____ * DOT (if applicable) _____ Zoning Officer _____

NOTE Any Contingencies _____

*DOT approval needed if sign is located within 500 feet of/or visible from a state highway.

Additional Requirements

1. Accurately scaled elevation of the full building side or lease space showing the proposed sign including all lettering, logos or other decorations as they will appear on the building in color and form.
2. Elevation must show building/ lease space width and height dimensions and location of sign.
3. Photographs of other signs on the same and or neighboring buildings.
4. Details of the sign attachment to building and method of illumination.
(Items 1 through 4 must accompany the initial application for Planning Board review.)
5. Electrical specifications to be provided to Code Office prior to permit being issued.
6. Third party electrical inspection is required. Inspection Report to Code Officer before COC will be issued.

I, (print) _____ **HEREBY CERTIFIES THAT HE/SHE IS THE applicant** and / or owner named above; and that all statements contained in this application are true to the best of his/her knowledge and belief, and that the work will be performed in the manner set forth in this application and in the plans and specifications filed therewith and that all work will be done in full compliance with the Village of Wellsville Zoning Law of 1978 and the Building, Fire and Energy Conservation Construction Codes of New York State.

Submitted by: _____

Date: _____

*A copy of the Sign Committee's decision will be provided to the applicant at the address provided.
If approved, the Sign Permit will be issued by Code Enforcement Officer (585) 596-1755.*