



## Village of Liverpool

310 Sycamore Street, Liverpool, NY 13088  
Phone: (315) 457-3441, Fax: (315) 457-5119  
Email: codes@villageofliverpool.org

### Sign Permit Application

All applicable sections of this application must be completed or the application will be returned.

#### OFFICE USE ONLY

Permit Number:	Date Received:
Approved By:	Date Approved:
Date Notified:	Permit Fee: \$
Denied By:	Date Denied:
Reason Denied:	

#### PROPERTY LOCATION & OWNER

PROPERTY ADDRESS		TAX MAP NO. _____-_____-_____	ZONING
PROPERTY OWNER	ADDRESS <input type="checkbox"/> Same as above		OWNER PHONE
CITY	STATE	ZIP	OWNER EMAIL

#### APPLICANT ☐ Same as above

NAME		RELATIONSHIP TO OWNER	
ADDRESS		PHONE	
CITY	STATE	ZIP	EMAIL

#### PROJECT DETAILS

PROJECT TYPE <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Other:		ESTIMATED COST OF ALL WORK – MATERIALS AND LABOR \$	
TYPE OF SIGN REQUESTED <input type="checkbox"/> Wall <input type="checkbox"/> Roof <input type="checkbox"/> Projecting <input type="checkbox"/> Ground		SIGN DIMENSIONS Width:      Length:      Height:      Sq. Footage	
Does the building contain more than two businesses?		Is the property located on a corner?	
Distance from ground to top of sign:		Will the sign be lighted?	
Has this project been reviewed by the planning board?		If yes, has Site Plan Approval been granted?	

#### CONTRACTOR

COMPANY NAME		DESIGN PROFESSIONAL NAME	
ADDRESS		ADDRESS	
CONTACT NAME	PHONE	PROFESSION <input type="checkbox"/> RA <input type="checkbox"/> PE <input type="checkbox"/> Other	PHONE
EMAIL		EMAIL	

#### APPLICANT CERTIFICATION

I agree this permit is only for the work described, and does not grant permission for additional or related work that requires separate permits. I hereby certify that the proposed work is authorized by the owner, and that I am authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of the State of New York and the Village of Liverpool. All information on this permit application is accurate to the best of my knowledge.

**Inspections Required:** I understand I am responsible to ensure that the required building inspections are performed by the appropriate inspector and have been approved prior to concealing any work.

**Consent to Enter Property:** By signing this application I agree to allow representatives of the Village access to the above referenced property at reasonable times to ascertain compliance with any resulting permit.

SIGN HERE

PRINT NAME

DATE

## Sign Permit Application Procedure

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- A) No wall, roof, ground or projecting sign may be erected without a sign permit.
- B) All applicable sections of the sign permit application must be completed. Incomplete applications will be returned.
- C) The property owner must sign and date the bottom of the application.
- D) The following items (if applicable) must be submitted with the completed application:
- ☐ Site Plan and Copy of the Property Survey
    - Indicating the proposed sign location and, for ground and projecting signs, the distance from the nearest property lines
  - ☐ Sign Schematics
    - Indicating the dimensions, height and lettering of the proposed sign and ALL EXISTING wall, roof, ground and projecting signs
  - ☐ Sign Mounting Schematics
    - Indicating the exact location of the sign on the building face including exact distance from the top of the sign to the ground level and the method of fastening the sign to the building
  - ☐ Sign Lighting Details
  - ☐ Contractor Insurance Certificates with the Village of Liverpool as certificate holder:
    - General Contractor's Liability Insurance Certificate
    - General Contractor's Workman's Compensation Insurance Certificate or exemption
    - Please Note: ACORD forms, while acceptable proof of General Liability Insurance, are NOT acceptable as proof of NYS Worker's Compensation Insurance or Disability Benefits Insurance coverage!
    - General Contractor's Disability Insurance Certificate
- E) Signs for buildings containing more than two separate businesses, including shopping centers, shall require approval of the Planning Board prior to issuance of a Permit.
- F) The Code Enforcement Officer will review all completed applications and typically approve or deny the application within ten days of receipt or approval of the Planning Board.
- G) If you have any questions or need assistance with your application, please contact the Code Enforcement Office at 457-3441, extension 4.
- H) It is a violation to erect a sign that requires a permit prior to obtaining the permit, paying the fee and displaying the permit placard on the premises.
- I) LENGTH OF VALIDITY. Permits shall be valid for up to 90 days from date of issuance. Upon application to the Code Enforcement Officer, an extension may be granted provided that such an application shall be made in writing prior to the expiration date of the Permit.