

VILLAGE OF LIVERPOOL
CODE ENFORCEMENT OFFICE

310 Sycamore Street | Liverpool, NY 13088
Phone: (315) 457-3441 x4
codes@villageofliverpool.org

SIGN PERMIT
APPLICATION PROCEDURE

- 1) No wall, roof, ground or projecting sign may be erected without a sign permit.
- 2) All applicable sections of the sign permit application must be completed. Incomplete applications will be returned.
- 3) The property owner must sign and date the bottom of the application.
- 4) 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
 - Sign Contractor's Liability Insurance Certificate
 - Sign Contractor's Worker's Compensation Insurance Certificate (WC/DB 100 or 101, or BP-1)
- 5) 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.
- 6) 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.
- 7) If you have any questions or need assistance with your application, please contact the Code Enforcement Office at 457-3441, extension 4.
- 8) 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.
- 9) 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.

VILLAGE OF LIVERPOOL
310 Sycamore Street, Liverpool, NY 13088
(315) 457-3441, Ext. 4 / Fax: (315) 457-5119

SIGN PERMIT APPLICATION

All applicable sections of this application must be completed - incomplete applications will not be considered.
One application must be submitted for each proposed sign.

Project Address: _____ Tax Map No. _____ - _____ Zoning: _____
Property Owner: _____ Day Time Phone: _____
Owner Address: _____ E-mail: _____
Business Name: _____ Phone: _____
Business Contact Person: _____ Email: _____

Type of sign permit requested: () Wall () Roof () Projecting () Ground
Sign dimensions: Width: _____ Length: _____ Height: _____ Sq. Footage: _____

Total cost of the sign including installation: _____

Distance from ground to top of sign: _____

Will the sign be lighted? _____

Is the property located on a corner? _____

Does the building contain more than two businesses? _____

Has this project been reviewed by the planning board? _____

 If yes, has Site Plan Approval been granted? _____

Sign Contractor: _____ Contact person: _____
Address: _____ Phone: _____

APPLICANT CERTIFICATION: I hereby certify that I have read the instructions and examined this completed application and know the same to be true and correct. That all work performed under this permit will comply with the requirements of the New York State Uniform Fire Prevention and Building Code, the Village of Liverpool Code and all other applicable regulations.
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.

SIGNATURE OF OWNER OF PREMISES: X

DATE:

Official Use Only

Application No.:	Date Completed:	Fee:
Date Approved:	Approved By:	FMV:
Date Denied:	Denied By:	Date Notified:
Reason Denied:		