



Plattsburgh, New York

Building & Zoning Dept.
41 City Hall Place
Plattsburgh, New York 12901
Ph: 518-563-7707
Fax: 518-563-6426

Date _____

Sign Permit # _____

Application is hereby made to the Building Inspector for the issuance of a Building and Zoning Permit pursuant to the City of Plattsburgh Zoning Ordinance and the NYS Uniform Fire Prevention and Building Code as herein described. The applicant or owner agrees to comply with all laws, ordinances, regulations and all conditions expressed on the back of this application which are a part of these requirements, and also will allow inspectors to enter the premises for the required inspections.

NOTE—Read Instructions on the Reverse Side

Building

Zoning District

Applicant's Name _____

Lot Size _____

Applicant's Address _____

Existing Use _____

Proposed Use _____

Applicant's Phone # _____

Sign Specifications

Owner's Name _____

Size _____

Owner's Address _____

Weight _____

Location _____

Location of Property _____

Attachment Specs _____

Architect _____

Estimated Cost _____

Contractor _____

Fee _____

Other _____

Signature of approval of property owner

Contractor/Owner's Compensation Carrier _____

required below if sign is to be attached to

the structure owned by a person or a firm

Policy _____ Exp Date _____

other than the applicant.

Signature of Owner

Signature of Applicant

The Above Sign Will Read: _____

SUBJECT TO THE SIGN PERMIT INSPECTION REPORT.

Reasons for refusal of Permit _____

Date

Building Inspector

INSTRUCTIONS

1. This application must be completely filled in by typewriter or ink and submitted in duplicate to the Building Inspector.
2. A plan and elevation view showing a detailed layout for the location of all proposed signs in relationship to the buildings housing the business described by the sign, adjoining premises and public streets or areas must be drawn on the diagram below.
3. The work covered by this application may not be commenced before the issuance of the Building and Zoning Permit.
4. No sign shall be used in whole or part for any purpose whatever until a certificate of compliance has been granted by the Building Inspector.
5. Any deviation from the approved plans must be authorized by the approval of revised plans subject to the same procedure established for the examination of the original plans.
6. An inspection by the Building Inspector and the Fire Department is required immediately after the sign is erected. A Certificate of Compliance is necessary before the sign may be put into use and its issuance is subject to the approval of the above.

PLOT DIAGRAM

Locate the sign clearly and distinctly both in the plan view and the elevation view. Indicate all dimensions and label all properties, buildings and streets.

| | |
|--|--|
| | |
|--|--|

Plan View

Locate sign w/dimensions, buildings, property lines & streets

Elevation View

Locate sign with respect to ground level and surroundings.

The Building Permit expires 6 Months from the date of issuance unless construction has commenced.

The Building Permit expires 2 years from the date of issuance if construction commenced within the first 6 months.