



TOWN OF COLONIE

Building Department
Public Operations Center
347 Old Niskayuna Road
Latham, New York 12110

Paula A. Mahan
Town Supervisor

Phone (518) 783-2706 Fax (518) 783-2772
www.colonie.org/building

Michael M. Rosch
Director

SIGN PERMIT APPLICATION REQUIREMENTS (SECTION 190-15)

A. CHECK LIST

1. Sign application required for **each sign typed on Building Department forms.**
2. Proof of Liability Insurance and Worker's Compensation. If the applicant and sign installer are not the same, the **Certificate of Insurance** should be the installer's.
3. **Two sets of plans** - drawn to scale on minimum **8½" x 11"** or larger sheets.
4. **Electrical inspection application** must be submitted with sign application.
5. Sign plans shall include:
 - a. Dimensions: **To include total square footage of the sign area, length width and total sign height from the ground to top of sign.**
 - b. Proposed design, colors and materials.
 - c. Details of any illumination source. Wiring and other electrical details.
 - d. Structural details including foundation, vertical and horizontal supports, framing, and fastening and joining methods and materials.
6. **UL authorization number** required on application for electrified sign.
7. **For freestanding signs, two plot plans** of the parcel on which the sign is to be placed delineating **PROPERTY LINES, STREET LINES, BUILDING LOCATIONS AND DIMENSIONS, PARKING AREAS, LOCATION AND DIMENSIONS OF ALL OTHER SIGNS ON THE PARCEL, EXACT LOCATION OF THE PROPOSED SIGN INCLUDING DIMENSIONS OF SETBACKS FROM PROPERTY LINE (15' minimum) AND DISTANCE OF SIGN FROM THE BUILDING TO LEADING EDGE OF SIGN.**
8. **For a wall sign** an elevation drawing of the building with the location and height of the proposed sign. **From grade to top of sign.**
9. Where a parcel has more than one frontage, the primary frontage shall be designated on the plot plan.
10. **Show calculations on sign plans using appropriate formula** to determine the sign of size to be allowed, by Town of Colonie Land Use Law Article XV (190-15).
11. **Statement of structural soundness** that sign will withstand wind loads _____ as prescribed by the Building Code of New York State.
12. Plans shall bear the **signature of the owner, applicant, or designer responsible for the design of the sign.**

B. SIGN PERMIT FEE IS DUE WHEN THE APPLICATION IS SUBMITTED.

1. **\$100. fee** for each sign permit is required. Fee is not refundable. Check payable to the **Town of Colonie Building Department.**

**CALL UFPO TWO
WORKING DAYS
BEFORE DIGGING
1-800-962-7962**

C. INSPECTIONS BY THE BUILDING DEPARTMENT ARE REQUIRED.

You must call for inspections as follows:

- * 1. **Footings** before pouring concrete.
- * 2. **Final inspection** the day you are completing the sign installation so we can make inspections while the sign company is still on the job.

D. MISCELLANEOUS.

1. Permit and approved plans to be at the jobsite at all times.
2. Picture and sign stub to be returned to the Building Department upon completion of sign.
3. Numbered permit sticker is to be applied in a conspicuous spot on the sign upon completion.

