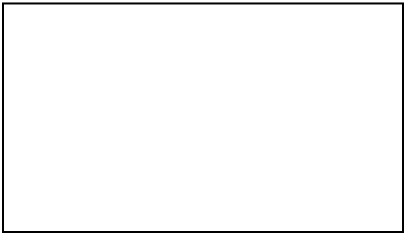




Town of Ulster Building Department
SIGN PERMIT APPLICATION PROCESS
 584 East Chester Street Bypass
 Kingston, New York 12401
 Office: (845) 340-3884 Fax: (845) 340-3886



SIGN PERMIT APPLICATION

(PRINT OR TYPE CLEARLY)

- Application requires Planning Board review for Site Plan action (Yes / No); APPROVED or DENIED _____
- Application requires a Sign Plan approved by the Building Inspector.**
- Application requires Zoning Board of Appeals for : _____ GRANTED: Yes / No
- Does this application require a BUILDING PERMIT for construction or placement?: Yes / No
- Sign permit application has been APPROVED or DENIED on: _____, by: _____

Comments: _____

Application #: _____

SIGN BUILDING PERMIT No: _____

Sign permit fee \$ _____ CC fee: \$ _____ Paid on: _____ / _____ / _____

(DO NOT WRITE ABOVE THE LINE)

PLEASE PRINT CLEARLY OR TYPE THE FOLLOWING INFORMATION AS REQUIRED.

1. EXISTING PROPERTY INFORMATION

Location of premises – Street or Road: _____,
 S/B/L #: _____ - _____ - _____ **Zoning District:** _____
 Current USE of Site: _____

2. PROPERTY OWNER INFORMATION

Owner(s): _____ Phone: (____) _____
 Address: _____ Cite/State _____ Zip: _____
 Email Address: _____

*Attach property owner consent to change/install new sign.

3. SIGN DURATION*

Is the proposed sign a temporary sign? Yes No
 If yes:
 Date the sign will be installed: _____
 Date the sign will be removed: _____

Note* Temporary sign(s) must abide by the regulations set forth in §190-33 of the Town of Ulster Zoning Code.

4. SIGN INFORMATION

§190-32.B. Does the premise contain any non-conforming signs as set forth in §190-34?

Yes / No (*See exemption)

Sign is accessory to a permitted non-residential use in a residential district and must comply with the regulations of the LC District.

LOCATION OF PROPOSED SIGN:

- Wall Sign; How fastened? _____
- Freestanding sign; Pole or Post and Arm; Height of Sign: _____
- Monument; Projecting Sign, amount of projection: _____
- Window Sign, permanent Awning Sign; Roof Sign* Off-Site Directional Sign



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ILLUMINATION:

How is the sign illuminated, if any?: _____

Lighted fixture – all illuminated sign(s) shall be UL approved and shall include visible name plate listing the manufacturer, installed and date of manufacture.

DESIGN DATA: Signs susceptible to wind and snow loading is required to have Registered Engineer Certification for construction stabilization.

Describe the predominant material of the sign: _____

Plans have been submitted for detail construction of sign: _____

Size of sign ___ length x _____ height = _____ square feet.

Number of sides lettered: _____ Size of letters: _____

ELECTRICAL INFORMATION:

Number of Lights: _____ No. of Circuits: _____

Size of wire: _____ Switches; how located: _____

ADDITIONALLY:

Flood Damage Development Permit: NOTE – must be verified with the Building Inspector.

Flood Plain Development Permit Application is; is NOT required. § 87-111
Development Permit will be reviewed by the local Administrator as defined by
§ 87-12 of the Town of Ulster Code.

Site Plan: Signed final site plan by the Planning Board (unless EXEMPT) is attached.
 Required performance bond(s) attached if required by final site plan.

PLANS AND SPECIFICATIONS:

Two (2) duplicate sets of plans and specifications; and to include a plot plan, drawn to scale, showing the location and size of all signs and proposed new construction and all existing structures the site, the nature and character of the work to be performed and the materials to be incorporated, distance from plot lines, the relationship of the structures on the adjoining property, widths and grades of adjoining streets, walks and alleys and, where required by the Building Inspector, details of structural and electrical work, including computation, stress diagrams and other essential technical data as required. The plans and specifications shall bear the signature and seal, if required, of the person responsible for the design and drawings.

5. BUILDER INFORMATION:

A Certificate of Workman's Compensation and/or Waiver from Workman's Compensation, as required by Department of State, if applicable, **MUST** be submitted prior to building permit issuance.

ARCHITECT / ENGINEER: _____

Address: _____

Individual Name: _____ Phone #: (____) _____

Email Address: _____

GENERAL CONTRACTOR: _____

Address: _____

Individual Name: _____ Phone #: (____) _____

Email Address: _____



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ELECTRICAL CONTRACTOR: _____
Address: _____
Individual Name: _____ Phone #: (____) _____
Email Address: _____

6. APPLICANT INFORMATION:

Application is hereby made to the Building Department for the issuance of a Building Permit pursuant to § 61-6 of the Code of the Town of Ulster New York and in accordance with the New York State Uniform Fire Prevention and Building Code for the construction as indicated on this application. The applicant agrees to comply with all applicable laws, ordinances and regulations. The permit fee is attached based on the schedule of fees. A final Certificate of Compliance is required upon completion of installation.

This application made by (**check only one**) owner; lessee; or agent of either owner of lessee; architect; engineer; or builder employed in connection with the proposed work and, being *not* the owner of the property, I have attached an affidavit from the owner, that the proposed work is authorized by the owner and that the applicant is authorized to make such application.

I, (print name) _____, the applicant, do hereby certify that the above statements are true to my knowledge and belief, and all the work will be completed in a workmanship-like manner.

Street address: _____ City, State, Zip: _____

Signature of Applicant: _____ Date: _____ Phone #: (____) _____