



TOWN OF WILTON
22 TRAVER ROAD
GANSEVOORT, NEW YORK 12831-9127

(518) 587-1939, Ext. 603
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Mark Mykins
Senior Building Inspector
Code Enforcement Officer
Zoning Officer

John Herlihy
Building Inspector
& Code Enforcement Officer

Marcus Hart
Asst. Building Inspector
& Asst. Code Enforcement Officer

Sign Permit Application Requirements

CHECKLIST

1. Sign application required for each sign on Building Department forms.
2. Application for sign permit shall be made in writing by the owner, lessee, occupant, or agent for whom the sign is intended.
3. Minimum of one (1) set of plans drawn to scale on minimum 12" x 18" or larger sheets.
4. Sign plans shall include:
 - Dimensions: To include total square footage of sign area and total sign height
 - Proposed design
 - Colors
 - Material
 - Details of any illumination source
 - Wiring and other electrical details
 - Structural details including foundation, vertical and horizontal supports, framing, fastening and joining methods and material
 - U.L. label required on all illuminated signs
 - Wall area for sign location
5. Minimum of one (1) survey of the parcel on which the sign is to be placed shall also be submitted delineating property lines, street lines, building locations and dimensions, parking areas, location and dimension of all other signs on the parcel, exact location of the proposed sign including dimensions of setbacks from property lines (30' minimum).
6. Where a parcel has more than one frontage the primary frontage shall be designated on the survey, also ground floor area and length of the store front to be designated where required.

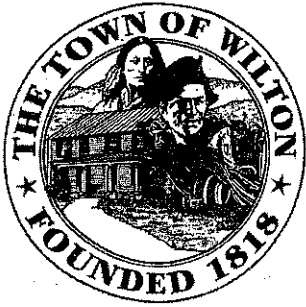
7. Show calculations on sign plans using appropriate formula to determine the size of the sign to be allowed.
8. Statement of structural soundness and capability of withstanding wind loads.
9. Plans shall bear the signatures of the owner, applicant or designer responsible for the design of the sign.

SIGN PERMIT FEES

1. Fee for sign permit is \$3.00 per sq. ft.

INSPECTIONS ARE REQUIRED BY THE BUILDING DEPARTMENT

1. You must give a minimum of 24 hour notice for all inspections
2. Footing before pouring concrete
3. Final Inspection after all work has been completed



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SIGN PERMIT APPLICATION

Date: _____ Permit Number: _____

Property of Sign Location: _____

Tax Map Number: _____

Applicant: _____

Address: _____

Phone Number: _____

Contractor: _____

Address: _____

Phone Number: _____

Sign Owner: _____

Address: _____

Phone Number: _____

This application is for _____ New Sign _____ Modification to existing sign

_____ Freestanding _____ Sq. Ft. _____ Height

_____ Wall _____ Sq. Ft. _____ Height

_____ Other _____ Sq. Ft. _____ Height

Allowable Area (sq. ft.) of Sign per Sign Ordinance _____ Sq. Ft.

Proposed Sign Message: _____

Date: _____ 20 _____ Signature: _____

Building Department Application Review:

Building Department Comments:

ZBA Comments:

Sent to ZBA By: _____ Date: _____

Application Fee: _____ (Cash) (Check) Date: _____

Sq. Footage Authorized: _____ Height: _____

Setbacks Authorized: _____ Front Yard _____ Side Yard _____ Rear Yard

Conditions:

Date: _____ By: _____

Reason Denied:

Date: _____ By: _____

The application of _____ dated _____ is
hereby approved (disapproved) and permission granted (refused) for construction as set forth
above.

Date: _____ 20 _____ Building Inspector: _____

ELECTRICAL INSPECTION AGENCY

COMMONWEALTH ELECTRICAL INSPECTION SERVICE, INC.

Scott Honsinger
(518) 225-2538 Cell

Damon Dzembo (Residential Only)
(518) 858-4253 Cell

Ronald Mumblo (Residential Only)
(518) 791-1348 Cell
(518) 798-0905 Office

THE INSPECTOR, LLC

David Irwin
(518) 797-3520 Direct Line
(518) 788-6235 Cell

Ken Vanderhoef
(518) 674-2097 Direct Line
(518) 339-4798 Cell

William McPartlon
(518) 481-5300 Office
(518) 229-7733 Cell

MIDDLE DEPARTMENT, INC.

Joseph Holmes
(518) 860-5705 Cell
(518) 854-9290 Office

Martin Sawyer
(518) 703-1244 Cell
(518) 273-0861 Office

Z3 CONSULTANTS INC. Main Office (845) 471-9370

Jon Ariel
(518) 584-2189 Home
(518) 527-5728 Cell

Gary E. Beck, Jr.
(845) 518-2142 Cell

James Greaves (Residential Only)
(914) 456-2221 Cell

THIS IS A LIST OF THE INSPECTION AGENCIES APPROVED BY THE TOWN BOARD TO WORK IN THE TOWN OF WILTON. THIS DOES NOT CONSTITUTE A RECOMMENDATION OF ANY SPECIFIC AGENCY.