

**Town of Geneva  
3750 County Road 6  
Geneva, New York 14456**

**SIGN  
PERMIT APPLICATION**

**Building Permit #:** \_\_\_\_\_  
**Date Issued:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
**Permit Fee:** \$ \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_  
**BUSINESS NAME:** \_\_\_\_\_

**TYPE OF SIGN PERMIT REQUESTED: (CHECK APPLICABLE AREA)**

Signage Type: Building Mounted: \_\_\_\_\_ Free Standing Monument: \_\_\_\_\_ Pole: \_\_\_\_\_  
Description of Sign: Size: \_\_\_\_\_ x \_\_\_\_\_ Height of sign: \_\_\_\_\_ feet  
Illuminated: YES \_\_\_\_\_ NO \_\_\_\_\_  
If Illuminate: Internally: \_\_\_\_\_ Externally: \_\_\_\_\_

Location of Sign: On Building: \_\_\_\_\_ Front \_\_\_\_\_ Back \_\_\_\_\_ Side  
On Pole: \_\_\_\_\_ Entrance \_\_\_\_\_ Plaza Sign  
Monument Sign: \_\_\_\_\_ Road Side \_\_\_\_\_ Near Building  
Height of top of Sign from ground: \_\_\_\_\_ Feet

**INSTRUCTIONS:**

This application must be filled out in ink or typed.

Submit finished application and supporting documents to the Town Hall for review.

**All** required information **Must** accompany this application.

- 1) The following items are required to be submitted with this application:
  - \* A Plot/Site plan showing the following:
    - a) Location of the property in relation to all adjoining streets
    - b) All existing structure on the property
    - c) The location of the area effected by the proposed work
- 2) This Application must be accompanied by TWO (2) sets of plans showing the following:
  - \* A Colored rendition of the proposed sign/signs to be installed
  - \* The specifications for the size of the sign/signs
  - \* All required insurance forms

An Application is hereby made for the issuance of a Building Permit pursuant to the Laws, Rules and Regulations that have been adopted by the Town of Geneva and are currently in effect at the time of this application.

Address of property for proposed work: \_\_\_\_\_  
 Property Owner: \_\_\_\_\_ Tenant/Occupant: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
 Phone #: Cell: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Phone #: Cell: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Other: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Other: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

Brief description of work proposed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Estimated cost of work to be performed: \$ \_\_\_\_\_  
 Proposed Start date for installation: \_\_\_\_\_  
 Estimated time to complete project: \_\_\_\_\_

Contractor: \_\_\_\_\_ Architect/Designer: \_\_\_\_\_  
 Contact person: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Business Address: \_\_\_\_\_ Business Address: \_\_\_\_\_  
 Phone #: Office: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Phone #: Office: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Contact's Cell: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Contact's Cell: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

All proper insurances must be submitted for NYS Workers Compensation and NYS Disability or a NYS Exemption Form, all in compliance with Section 57 of the Workers Compensation Law or Section 125 of the General Municipal Law.

Acceptance and/or approval of this permit application does not relieve the Agent, Applicant, Contractor, Architect, Engineer, or Owner from complying with the provisions of the NYS Uniform Fire Prevention and Building Code, 2015 ICC adopted Codes and/or the Laws of the Town of Geneva, New York, whether stated, implied or omitted in the information submitted for this permit.

- Any and all work related to this application **shall not** be started until the issuance of a Building Permit. Any deviation from the information provided with the application is required to receive approval from the Code Enforcement Officer and/or others as determined by the Code Enforcement Officer, prior to implementation. This approval of changes must be in writing.
- All work, for which this permit has been issued, shall be completed within one year from the date of the issuance of the permit. If work has not been completed, the permit shall expire unless the applicant has applied for and received an extension approval.
- No portion of the work proposed shall be used or occupied, in part or in whole, until a Certificate of Occupancy or a Certificate of Compliance has been issued.

**Building Permit Acknowledgement**

I acknowledge that I am applying for a Building Permit and that I have read all previous conditions of the Building Permit Application. I affirm that all work will be done in accordance to the drawings, sketches, and information provided:

I give permission for the Code Enforcement Officer and/or his appointee to access my property in order to conduct inspections and investigations for the completeness and compliance of the proposed and approved work:

Signature of the property owner: \_\_\_\_\_  
Please print the above signature: \_\_\_\_\_  
Date: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Signature of the Applicant: \_\_\_\_\_  
Please print the above signature: \_\_\_\_\_  
Date: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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**Town Office Section:**

Town Code Section applicable:: \_\_\_\_\_  
Building 'Occupancy or Use Proposed: \_\_\_\_\_  
Existing Occupancy or Use: \_\_\_\_\_  
Zoning District for property: \_\_\_\_\_

Application: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved – Reason for denial: \_\_\_\_\_  
\_\_\_\_\_

Building Permit Number: # \_\_\_\_\_  
Project location: \_\_\_\_\_

Building Inspector Signature: \_\_\_\_\_  
Floyd D. Kofahl

Floyd D. Kofahl – Code Enforcement Officer  
Town of Geneva, 3750 County Road 6, Geneva New York 14456  
Email Address: [codeenforcement1@townofgeneva.com](mailto:codeenforcement1@townofgeneva.com)  
Phone #: 1-315-789-3922  
Fax #: 1-315-789-7753