

**VILLAGE OF MARCELLUS**  
**CODE ENFORCEMENT OFFICE**

6 Slocombe Avenue | Marcellus, NY 13108  
Phone: (315) 673-3112  
codes@villageofmarcellus.com

**SIGN PERMIT**  
**APPLICATION PROCEDURE**

- 1) No wall, roof, ground or projecting sign may be erected without a sign permit.
- 2) All applicable sections of the sign permit application must be completed. Incomplete applications will be returned.
- 3) The property owner must sign and date the bottom of the application.
- 4) The following items (if applicable) must be submitted with the completed application:
  - Site Plan and Copy of the Property Survey
    - Indicating the proposed sign location and, for ground and projecting signs, the distance from the nearest property lines
  - Sign Schematics
    - Indicating the dimensions, height and lettering of the proposed sign and ALL EXISTING wall, roof, ground and projecting signs
  - Sign Mounting Schematics
    - Indicating the exact location of the sign on the building face including exact distance from the top of the sign to the ground level and the method of fastening the sign to the building
  - Sign Lighting Details
  - Sign Contractor's Liability Insurance Certificate
  - Sign Contractor's Worker's Compensation Insurance Certificate (WC/DB 100 or 101, or BP-1)
- 5) The Code Enforcement Officer will review all completed applications and typically approve or deny the application within ten days of receipt or approval of the Planning Board.
- 6) If you have any questions or need assistance with your application, please contact the Code Enforcement Office at (315) 673-3112.
- 7) It is a violation to erect a sign that requires a permit prior to obtaining the permit, paying the fee and displaying the permit placard on the premises.
- 8) LENGTH OF VALIDITY. Permits shall be valid for up to 90 days from date of issuance. Upon application to the Code Enforcement Officer, an extension may be granted provided that such an application shall be made in writing prior to the expiration date of the Permit.

**VILLAGE OF MARCELLUS**  
6 Slocombe Avenue, Marcellus, NY 13108  
(315) 673-3112 / Fax: (315) 673-3217

**SIGN PERMIT APPLICATION**

All applicable sections of this application must be completed - incomplete applications will not be considered.  
One application must be submitted for each proposed sign.

**Project Address:** \_\_\_\_\_ Tax Map No. \_\_\_\_.-\_\_\_\_-\_\_\_\_ Zoning: \_\_\_\_\_  
Property Owner: \_\_\_\_\_ Day Time Phone: \_\_\_\_\_  
Owner Address: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Business Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Type of sign permit requested:    ( ) Wall            ( ) Roof            ( ) Projecting            ( ) Ground  
Sign dimensions:    Width: \_\_\_\_\_ Length: \_\_\_\_\_ Height: \_\_\_\_\_ Sq. Footage: \_\_\_\_\_

Total cost of the sign including installation: \_\_\_\_\_

Distance from ground to top of sign: \_\_\_\_\_

Will the sign be lighted? \_\_\_\_\_

Is the property located on a corner? \_\_\_\_\_

Does the building contain more than two businesses? \_\_\_\_\_

Has this project been reviewed by the planning board? \_\_\_\_\_

    If yes, has Site Plan Approval been granted? \_\_\_\_\_

Sign Contractor: \_\_\_\_\_ Contact person: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**APPLICANT CERTIFICATION:** I hereby certify that I have read the instructions and examined this completed application and know the same to be true and correct. That all work performed under this permit will comply with the requirements of the New York State Uniform Fire Prevention and Building Code, the Village of Marcellus Code and all other applicable regulations.  
**INSPECTIONS REQUIRED:** I understand I am responsible to ensure that the required building inspections are performed by the appropriate inspector and have been approved prior to concealing any work.

**SIGNATURE OF OWNER OF PREMISES: X**

**DATE:**

**Official Use Only**

Application No.:	Date Completed:	Fee:
Date Approved:	Approved By:	FMV:
Date Denied:	Denied By:	Date Notified:
Reason Denied:		