



Town of Gates

1605 Buffalo Road, Rochester, NY 14624

Application on following page →

Sign Permit Information

What needs a permit?

Signs that can be seen externally from a public place (includes pictures & logos). Requirements and exclusions can be found at www.townofgates.org, <click> "Town Codes", Article V. Signs, §190-20 - §190-29

What to Submit

Temporary & A-Frame Signs: **\$50 per Application**

1. **Sign Permit Application**
2. **Map:** Draw sign location(s) on map.
3. **Plans:** Sign drawing/photo (in color) with width & length.

Billboard Signs:

Must have Town Attorneys approval. Refer to "Freestanding Signs" for documentation.

Window Signs: **\$50 per Application**

1. **Sign Permit Application**
2. **Insurance:** Contractor's General Liability Insurance and Worker's Compensation or CE-200 exemption form.
3. **Photos:** Pictures of each window to see what is existing.
4. **Plans:** Sign drawing/photo (in color) with width & length.
5. **Additional Details needed:** Must provide window dimensions and dimensions of signage, to determine size allowance per Town Code. (This is a code factor.)
6. **Owner's Permission:** Tenants must obtain signed letter from owner, giving permission for signs, including name and address as listed on property deed.

Wall Mounted Signs: **\$75 per Sign**

1. **Sign Permit Application**
2. **Insurance:** Contractor's General Liability Insurance and Worker's Compensation or CE-200 exemption form.
3. **Map:** Draw sign location(s) on the Survey map.
4. **Photos of Location:** Photos of surrounding area, building and any existing signs, to determine if code restrictions.
5. **Plans:**
 - o Sign drawing/photo (in color) with width & length
 - o If Sign will be illuminated, include lighting details such as internal/external lighting & the location/direction.
 - o If Electronic Message Board, include messages, timing and transition.
6. **Additional Details needed:** Width of building or tenant space and distance of building to property line. Include photos of building and existing signs. (This is a code factor)
7. **Owner's Permission** Tenants must obtain signed letter from owner, giving permission for signs, including name and address as listed on property deed.

Freestanding Signs: **\$75 per Sign**

1. **Sign Permit Application**
2. **Insurance:** Contractor's General Liability Insurance and Worker's Compensation or CE-200 exemption form.
3. **Map:** Draw sign location(s) on the Survey map and show distance to property line at street.
4. **Photos of Location:** Photos of surrounding area, building and any existing signs, to determine if code restrictions.
5. **Plans:**
 - o Sign drawing/photo (in color) with width, length & height.
 - o If Sign will be illuminated, include lighting details such as internal/external lighting & the location/direction.
 - o If Freestanding Electronic Message Board, must obtain Conditional Use Permit (to be approved by Town Board.) Plans must include messages, timing and transition.
6. **Additional Details needed:** Include speed limit and number of lanes for street sign will be facing. (This is a code factor.)
7. **Owner's Permission:** Tenants must obtain signed letter from owner, giving permission for signs, including name and address as listed on property deed.

Signs Projecting outward from Wall/Roof: **\$75 per Sign**

1. **Sign Permit Application**
2. **Insurance:** Contractor's General Liability Insurance and Worker's Compensation or CE-200 exemption form.
3. **Map:** Draw sign location(s) on the Survey map.
4. **Photos of Location:** Photos of surrounding area, building and any existing signs, to determine if code restrictions.
5. **Plans:**
 - o Sign drawing/photo (in color) with width, length & projection.
 - o If Sign will be illuminated, include lighting details such as internal/external lighting & the location/direction.
 - o If Electronic Message Board, include messages, timing and transition.
6. **Sign Details:** Include how many feet sign will be projecting from wall and list all existing wall signs (& sf of signs) that won't be removed. (This is a code factor.)
7. **Owner's Permission:** Tenants must obtain signed letter from owner, giving permission for signs, including name and address as listed on property deed.

How to Submit

Permits may be submitted via email permits@townofgates.org (Include property address in subject line), in person or via fax 585-426-8581. Payment is made after permit is issued. Call 585-247-6100 ext 413, for questions.



SIGN PERMIT APPLICATION

1. Property Information:

Property Address: _____
Office use: Zoning, Parcel, Subdivision _____ Residential Commercial Industrial

2. Contacts:

Who owns this Property?

Owner on Property Deed: _____
Address: _____
Phone#: _____
Email: _____

Business Occupant at Property:

(Submit written permission, if applicant isn't owner)

Business Name: _____
Contact Name: _____
Phone#: _____
Email: _____

Who do we contact for Permit pick-up & payment?: _____

3. Who is Performing the Work?:

Contractor: Submit General Liability & Worker's Comp Insurance –or- CE-200
(CE-200 must be completed on NYS web portal then print Certificate)
Company: _____
Contact: _____
Phone#: _____
Address: _____

Sign Design Company

Company: _____
Contact: _____
Phone#: _____
Address: _____
Email: _____

Occupant Installing Sign: Submit General Liability & Worker's Comp Ins.

4. Sign Types: *LIST EACH SIGN SEPARATELY*****

SIGN # CORRESPONDING WITH PLANS	SIGN TYPE/DESCRIPTION	SIGN FACING	SIGN SIZE	HT	OFFICE USE
	<ul style="list-style-type: none"> ● FREESTANDING SIGN ● WALL MOUNTED ● TEMPORARY SIGN ● A-FRAME ● BILLBOARD ● WINDOW SIGN OR DECALS ● ELECTRONIC MESSAGE BOARD ● PROJECTING SIGN 	SIGN FACING WHICH STREET OR DIRECTION (NORTH, SOUTH, EAST, WEST)	TOTAL SQUARE FEET	IF FREESTANDING OR PROJECTING SIGN	<ul style="list-style-type: none"> ● APPROVED ● VARIANCE ON FILE ● MODIFICATION OR VARIANCE REQ'D ● PERMIT NOT REQ'D

5. Documentation

- Survey Map:** Site/Survey map with lot dimensions. Show sign location and distance of sign to property line/street.
- Plans:** Include colors with dimensions (Width, length, SF & height) and if illumination, electronic message board transition & timing.
- Sign Worksheet:** Complete worksheet for Wall Mounted signs, Freestanding signs, Projecting Signs, Window Signs.
- Site Photos:** Photo of proposed sign location and each side of building showing existing signs and surrounding area (Cross out signs that will be removed).
- Insurance or Exemption form:** Refer to section # 3 above.
- Owner's Permission:** If applicant is not owner, signed letter from owner, giving permission for signs, including name and address as listed on property deed.

-----PLEASE LEAVE THIS SECTION BLANK FOR BUILDING INSPECTOR'S NOTES-----