

# APPLICATION FOR SIGN PERMIT TOWN OF RICHMOND

## Instructions:

1. This application must be completely filled in using ink and submitted to the Building Department with the permit fee.
2. A drawing or photo that shows a front and side view of the proposed sign with all dimensions must be submitted with application.

Drawing can also be shown below:

# APPLICATION FOR SIGN PERMIT TOWN OF RICHMOND

Property owner _____
Address _____
City _____ NY Zip _____ Phone _____

Plans by _____
Address _____ Phone _____
City _____ State _____ Zip: _____

Contractor _____
Address _____ Phone _____
City _____ State _____ Zip _____
Workers Compensation Insurance Yes _____ Not required _____
Disability Insurance Certificate Yes _____ Not required _____

Application is for _____ Square footage _____
Project Cost _____ Address _____
Tax Id No. _____ Districts _____

The undersigned represents and agrees as condition to the issuance of this permit that said structure shall be constructed in accordance with all laws, ordinances of the Town and the State of New York Uniform Fire Prevention and Building code of the State of New York. And all other applicable laws, codes, and regulation.

Owner / Agent Signature \_\_\_\_\_ Date \_\_\_\_\_

OFFICIAL USE ONLY	
Code enforcement Officer _____	Date _____
Town Clerk _____	Date _____
Fee Paid _____	Permit # _____
Approved _____	Not Approved _____
Plans review by _____	
Conforming _____	Nonconforming _____

# REQUIRED INSPECTIONS 24 HOUR NOTICE

SPENCER L. SHUMWAY  
CODE ENFORCEMENT OFFICER

TOWN OF RICHMOND  
HONEOYE, NEW YORK 14471-0145  
(585) 229-2176  
FAX (585) 229-5114  
E-mail: [code@townofrichmond.org](mailto:code@townofrichmond.org)

**NOTICE:** No structure erected or altered, pursuant to this permit No. \_\_\_\_\_, shall be occupied until a Certificate of Occupancy or Compliance has been issued. The Code Enforcement Officer has permission to enter the property and the structure thereon as frequently as he deems necessary to inspect the same for compliance with the Uniform Code from 9:00AM to 4:00PM Monday – Friday, other time with owner permission as long as the permit is open. **Upon Completion, a call for a final inspection is required.** The Permit is closed with the issuance of a Certificate of Occupancy or Compliance.

OWNER/AGENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

NOTES: