

Village Of Williamsville

Building Department

Phone: 716-632-4120
Fax: 716-632-6009
www.village.williamsville.ny.us



5565 Main St
Williamsville, NY 14221

Sign Permit Application

Business Name: _____ SBL # _____

Street Address: _____

Applicant/Contractor:

Name:	Phone:
Address:	E-mail:
Estimated Cost:	License #:

Property Owner:

Name:	Phone:
Address:	E-mail:

Owner's Signature: _____ Date: _____

Signage Type: ☐ Temporary (See page 3) ☐ Permanent

New Signage:

<input type="checkbox"/> Building Sign	Number of Signs: _____	Total Square Footage: _____
<input type="checkbox"/> Freestanding/Pole Sign	Number of Signs: _____	Total Square Footage: _____

Existing Signage:

<input type="checkbox"/> Building Sign	Number of Signs: _____	Total Square Footage: _____
<input type="checkbox"/> Freestanding/Pole Sign	Number of Signs: _____	Total Square Footage: _____

Current Zoning: _____

The applicant hereby affirms that all work shall be performed in accordance with applicable codes, regulations and manufacturer's installation instructions. The property owner is responsible for abiding by any applicable codes regarding proper upkeep and maintenance of said signage.

Applicant's Signature: _____ Date: _____

Official Use Only:

Received By: _____ Forwarded To: _____ Date Received: _____

Approved: _____ Denied: _____ Date: _____ Total Fees: \$ _____ Date Paid: _____

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Sign Permit Application Checklist

Please include in your application fifteen (15) copies of the following documents:

- ☐ Completed application form, including signature or written consent of building owner
- ☐ Property survey showing all structures and any existing signage, as well as the location of any new sign
- ☐ Color photograph of building(s)
- ☐ Detailed design drawings, including:
 - ☐ Scaled drawing of sign that includes changes to building elevation (where applicable)
 - ☐ Color image of sign that includes all textual and graphical content along with the dimensions of all lettering and pictorial material (where applicable)
 - ☐ Detailed description of illumination method / type of lighting (where applicable)
 - ☐ Detailed description of sign material, structure, mounting, and foundation (where applicable)

Additional Information/Restrictions

1. The Contractor is responsible for scheduling inspections – advance notice of 24 hours.
2. Any sign no longer performing its original function due to vacancy or other change on the premises shall be removed within one year of said condition.
3. For multiple developments, a coordinated signage plan must be submitted to the Planning Board, in addition to the application procedure.
4. All signs must comply with chapters 84 and 112 of the Village of Williamsville Building and Zoning Code.

Fee Schedule Information

Temporary Signs:

New Business (90 day permit)	\$50.00
Existing Business (30 day permit with no more than two renewals)	\$30.00
Banner Signs (per two-week period, no more than four times per year).....	\$50.00

Permanent Signs (require Planning Board approval):

Under 25 sq.ft.	\$100.00
25 to 35 sq.ft.	\$200.00
35 to 45 sq.ft.	\$250.00
45 to 55 sq.ft.	\$300.00
Over 55 sq.ft.	\$400.00 (+ \$10/sq.ft. over 55)

*In addition to the permit fee, a *Use Fee* is billed on a 5-year cycle.

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Temporary Sign Application Supplemental Form

Part I: Allowable Temporary Signs

Application for such permit may be granted only to the owner of the property on behalf of the following:

1. ☐ A charitable or not-for-profit educational, professional or service organization
2. ☐ A newly established or located business establishment awaiting the approval of a permanent sign permit
3. ☐ An existing business which has lost the use of an earlier, legal, existing sign by reason of accident or other unanticipated event beyond the control of the owner of the business.
4. ☐ A newly constructed multiple residence or commercial development, other than two-family, announcing the availability of leases or sales
5. ☐ Political signs. The application for such permit shall be signed by the chairperson of the political party sponsoring the candidate or personally by the candidate.

Part II: Temporary Sign Requirements

1. ☐ Size: The size shall not be greater than nine (9) square feet
2. ☐ Sign shall not be erected on any public property, including the right-of-way, or no part of the sign shall be closer than either five (5) feet from the inner edge of the public sidewalk or fifteen (15) feet from the curb edge of the public roadway, whichever is greater.
3. ☐ Description of signs to be erected: _____

4. The permit may be extended ***once*** for an added period not to exceed thirty (30) days upon written application setting forth the special circumstances requiring the extension. An additional fee shall be charged if an extension is granted

Temporary Sign Permit Expiration Date: Sign shall be displayed for a period not to exceed thirty (30) days and must be removed by the property owner within seven (7) days after the event

(Signature) _____

Date: _____