



City of Saratoga Springs

BUILDING DEPARTMENT

474 BROADWAY - SUITE 32

SARATOGA SPRINGS, NY 12866

PHONE 518-587-3550 EXT. 2511

BUILDING.OFFICE@SARATOGA-SPRINGS.ORG

APPLICATION FOR SIGN PERMIT

Location Information	
JOB SITE ADDRESS _____	TAX MAP ID # _____
ARCHITECTURAL REVIEW DISTRICT YES NO	HISTORIC REVIEW DISTRICT YES NO
ZONING DISTRICT _____	D.R.C. DECISION DATE _____ (PLEASE ATTACH COPY OF DECISION)
PROPERTY OWNER INFORMATION	
OWNER'S NAME _____	PHONE _____
ADDRESS _____	EMAIL _____
_____	OWNER'S SIGNATURE _____ DATE _____
APPLICANT INFORMATION	
APPLICANT'S NAME _____	PHONE _____
ADDRESS _____	EMAIL _____
_____	APPLICANT'S SIGNATURE _____ DATE _____
SIGN CONTRACTOR INFORMATION	
COMPANY NAME _____	CID# _____
ADDRESS _____	PHONE _____
_____	EMAIL _____
_____	CONTRACTOR'S SIGNATURE _____ DATE _____

FOR STAFF USE ONLY:		
FILE # _____	DATE _____	RECEIVED BY _____
APPLICATION # _____	PERMIT # _____	DATE ISSUED _____

The Individual filing this application, to the fullest extent provided by law, shall indemnify and save harmless the City of Saratoga Springs, its Agents and Employees (hereinafter referred to as "City"), from and against all claims, damages, losses and expense (including, but not limited to, attorneys' fees), arising out of or resulting from the performance of the work covered by this building permit application, sustained by any person or persons, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of property caused by the tortious act or negligent act or omission of Applicant, its contractor or its employees or anyone for whom the Contractor is legally liable or Subcontractors.

_____ **INITIAL**

SIGN FABRICATION AND ERECTION INFORMATION

Complete all information regarding fabrication and erection of sign.

SIGN INFORMATION		
SIGN HEIGHT _____	SIGN LENGTH _____	AREA (SQ. FT.) _____
IS SIGN ILLUMINATED? YES π NO π	HOW _____	
MAXIMUM HEIGHT OF LETTERING OR LOGO _____	COST INCL. ERECTION _____	
SIGN MATERIALS _____		
HOW IS SIGN SECURED TO BUILDING? _____		
WALL SIGN	θ	FACADE AREA OF ESTABLISHMENT TO WHICH SIGN IS ATTACHED _____ _____
ROOF SIGN	θ	FACADE AREA OF ESTABLISHMENT TO WHICH SIGN IS MOUNTED _____ _____
WINDOW SIGN	θ	AREA OF WINDOW WITHIN WHICH SIGN IS PLACED _____
AWNING GRAPHICS	θ	AREA OF EXTERIOR SURFACE OF THE AWNING _____
FREESTANDING	θ	HEIGHT OF SIGN ABOVE GRADE _____ SPEED LIMIT OF ROAD FRONTAGE WHERE SIGN IS ERECTED _____
OTHER	θ	EXPLAIN _____

1. **APPLICATION MUST BE FILLED OUT COMPLETELY**, including signatures of the property owner, the applicant and the sign erector. **NOTE:** Use additional form(s) if more than one sign is to be erected.
2. To-scale drawings, with dimensions must accompany application: (a) drawing of the building facade(s) of the establishment to which the sign will be attached (include the shape and accurate location of the sign), if a wall or roof sign, or if awning graphics; (b) detailed drawing of the sign face(s), including any sign support structure (height above grade, etc., and a site plan with location) if a freestanding sign; (c) detailed drawing of the sign profile, including any sign support structure.
3. The sign permit fee of **\$180.00/sign** (check made payable to *Commissioner of Finance*), must accompany application.
4. Liability insurance coverage:
 - (a) *For sign contractors acting in the capacity of a sign contractor:* a Certificate of Insurance on an ACCORD form with Commercial General Liability Insurance of One Million Dollars (\$1,000,000) per occurrence aggregate naming the City of Saratoga Springs as an Additional Insured and Certificate Holder;
 - (b) *For business owners acting in the capacity of a sign contractor for the project:* The Business General Liability insurance may be used.
 - (c) All applicants must provide proof of NYS Statutory Workers Compensation (form C105.2) and Disability Insurance (form DB120.1) or a waiver of same as determined by the NYS Workers Compensation Board (Homeowners – form BP-1; Contractors – form CE-200).