



## Village of Colonie

Village Hall, 2 Thunder Road, Colonie, NY 12205  
Telephone: (518)869-7562 Fax (518) 464-0389  
[www.colonievillage.org](http://www.colonievillage.org)  
villagehall@colonievillage.org

Building  
Department

### SIGN PERMIT APPLICATION

1. **APPLICANT NAME:** \_\_\_\_\_
  2. **APPLICANT ADDRESS:** \_\_\_\_\_
  3. **APPLICANT PHONE:** \_\_\_\_\_
  4. **APPLICANT EMAIL:** \_\_\_\_\_
  
  5. **PROPERTY OWNER NAME:** \_\_\_\_\_
  6. **PROPERTY OWNER ADDRESS:** \_\_\_\_\_
  7. **PROPERTY OWNER PHONE:** \_\_\_\_\_
  
  8. **TOTAL SQ. FOOTAGE OF SIGN:** \_\_\_\_\_
  9. **TYPE OF SIGN/DESCRIPTION OF CONSTRUCTION:** \_\_\_\_\_  
\_\_\_\_\_
  10. **ESTIMATED WEIGHT OF SIGN:** \_\_\_\_\_
  11. **PROPOSED LOCATION OF SIGN:** \_\_\_\_\_
  12. **DESCRIPTION OF PROPOSED LIGHTING:** \_\_\_\_\_  
\_\_\_\_\_
- (NOTE: IF LIGHTED SIGN, CERTIFICATE OF APPROVAL MUST BE OBTAINED AFTER CONSTRUCTION BY APPLICANT FROM THE BOARD OF ELECTRICAL UNDERWRITERS AND TURNED OVER TO THE BUILDING INSPECTOR)**
13. **WORDING TO BE PLACED ON SIGN:** \_\_\_\_\_  
\_\_\_\_\_
  14. **ARE THERE OTHER SIGNS ON THE PREMISE OR BUILDING?** \_\_\_\_\_  
\_\_\_\_\_
  15. **WILL EXISTING SIGNS BE REMOVED?** \_\_\_\_\_
  16. **DATE THEY WILL BE REMOVED:** \_\_\_\_\_
  
  17. **CONTRACTOR NAME:** \_\_\_\_\_
  18. **CONTRACTOR ADDRESS:** \_\_\_\_\_
  19. **CONTRACTOR PHONE:** \_\_\_\_\_

20. COST OF SIGN: \$ \_\_\_\_\_

21. COST OF INSTALLATION: \$ \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGN CONTRACTOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**\*PLEASE INCLUDE SIGN CONTRACTOR'S INSURANCE CERTIFICATES FOR LIABILITY AND WORKER COMPENSATION, ALONG WITH STAMPED PLANS FOR THE SIGNS AND THEIR LOCATION\***

Date: \_\_\_\_\_ Approved: \_\_\_\_\_ Fee: \$ \_\_\_\_\_