

# GUIDE TO OBTAINING SIGN PERMITS

## TOWN OF CHILI



## BUILDING DEPARTMENT

3333 CHILI AVENUE  
ROCHESTER, NY 14624  
(585) 889-6143  
Fax: (585) 889-8710

- Have you read Chapter 500, Section 500-44 to 500-53? Yes\_\_\_\_\_ No\_\_\_\_\_
  - Are there any other signs on property relating to the business? No\_\_\_\_\_ Yes\_\_\_\_\_ Describe \_\_\_\_\_
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### SIGN PERMIT REQUIREMENTS:

To obtain a sign permit, the following information is required to be submitted to the Building Department for review:

- Colored rendering of the proposed sign(s) showing dimensions, wording.
- If building mounted sign:
  - submit elevation of building showing width of space occupied by the business and location for sign on building.
- If freestanding (monument) sign:
  - submit copy of survey map or site plan indicating location of sign and distance from front lot line.
  - Note if sign is single faced or double faced.
  - Height of sign.
  - Submit copy of approval from Architectural Advisory Committee, if required.

### CONTRACTOR INFORMATION:

\* The State of New York requires the Town to have on file a current certificate of insurance for general liability and workers' compensation (if required) for the contractors, before we can issue the permit.

### ELECTRICAL INSPECTIONS:

If the sign is illuminated, an electrical inspection will be required by one of the following agencies:

**Commonwealth Electrical Inspection Service**  
1355 Pitsford Mendon Road  
Mendon, New York 14506  
(585) 624-2380

**Middle Department Inspection Agency**  
460 State Street  
Rochester, New York 14608  
(585) 454-5191

**New York Electrical Inspection Agency**  
2767 Dewey Avenue  
Rochester, NY 14616  
(585) 436-4460

Any additional information may be obtained at the Town of Chili offices at 3333 Chili Avenue between 9:00 a.m. and 5:00 p.m. or by calling the office at (585) 889-6143.

# SIGN PERMIT APPLICATION

Property Address:

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Owner:

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Address (if different from above):

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Phone number:

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Contractor:

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Address:

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Phone number:

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Description of work:

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Estimated cost/value of project: \$ \_\_\_\_\_

Owner/Rep. signature \_\_\_\_\_

Email address of contact person: \_\_\_\_\_

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Date: \_\_\_\_\_

**PLEASE NOTE:** All of the above information above is required, along with all other documentation that is outlined in this pamphlet, before any sign permit can be issued.