



**TOWN OF BETHLEHEM**  
 BUILDING DIVISION  
 445 DELAWARE AVENUE  
 DELMAR, NEW YORK 12054  
 P: (518) 439-4955 x1112



**FOR BUILDING INSPECTOR'S USE:**

**PERMIT NO.** \_\_\_\_\_

**PERMIT FEE:** \$ \_\_\_\_\_

**INSURANCE CERT:** LIABILITY - WORKERS COMP.

**CE-200 DATE** \_\_\_\_\_ or **OWNER OCCUPIED** 439

**PERMIT APPROVED** ( ) **DENIED** ( ) **ZBA** ( )

**NON CO DATE** \_\_\_\_\_ **COC** \_\_\_\_\_

**CO DATE:** \_\_\_\_\_

**APPLICATION FOR SIGN PERMIT**

**A PERMIT MUST BE OBTAINED BEFORE STARTING WORK**  
**PERMIT EXPIRES IN 6 MONTHS. ALL PERMITS REQUIRE A FINAL INSPECTION**

**ADDRESS OF PROPOSED SIGN:** \_\_\_\_\_

**BUSINESS NAME:** \_\_\_\_\_

**ESTIMATED VALUE OF PROPOSED WORK:** \_\_\_\_\_

The undersigned hereby applies for a sign permit which complies with the Town of Bethlehem Zoning Law.

**OWNER OF THE PROPERTY IS:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**CONTRACTOR:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_ **CELL#:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**TYPE OF PROPOSED SIGN**

- |                 |                 |
|-----------------|-----------------|
| ( ) Wall Sign   | ( ) Pole Sign   |
| ( ) Ground Sign | ( ) Window Sign |
| ( ) Other _____ |                 |

**TOTAL SQUARE FOOTAGE OF PROPOSED SIGN(S)** \_\_\_\_\_

**LINEAR FEET OF STRUCTURE ALONG PRINCIPAL STREET LINE:** \_\_\_\_\_

**ILLUMINATION METHOD:** ( ) Internal ( ) External ( ) None ( ) Other \_\_\_\_\_

**ZONING SPECIFICATIONS:** 2 copies of a certified plot plan showing the location of the proposed sign must be submitted for ground signs and pole signs. If illuminated, lights shall be non-flashing and non-animated and the source of light shall not be directed into any street or highway or adjacent property. Fluttering banners, pennants and similar advertising devices such as oscillating lights or rotating devices are prohibited. Signs shall not be installed in Town or State Right of Ways.

**BUILDING SPECIFICATIONS:** All new sign plans shall be submitted in duplicate. All plans must reflect compliance with the current version of the New York State Uniform Code and show all sign dimensions including height above grade for ground and pole signs. Any electrical installation must be inspected by a third party electrical inspector prior to a final inspection by the Building Division.

**NOTE:** With the issuance of this permit the Building Inspector, his Assistants, or Code Enforcement Officer having jurisdiction under the Codes of The State of New York and The Energy Conservation Construction Code of The State of New York has permission of the owners and or the contractors upon the showing of proper credentials and in the discharge of their duties may enter upon any building, structure or premise covered by this permit at any reasonable hour and no person shall thus interfere with the performance of their duties. All applicable inspections as required by the Building Inspector or his Assistants shall be completed according to the schedule attached at the time of issuance of the permit.

**AFFIDAVIT**

Town of Bethlehem  
County of Albany ss.  
State of New York

I swear that to the best of my knowledge and belief the statements in this application, together with the plans and specifications, plot plans and site plans are a true and complete statement of all proposed work to be done on the described premises and that all provisions of The Uniform Codes of The State of New York and the Town of Bethlehem Zoning Ordinance and all other laws pertaining to the proposed work shall be complied with, whether specified or not, and that such work is authorized by the owner.

Signature \_\_\_\_\_ Dated \_\_\_\_\_  
Owner, Owner's Agent, Architect, Contractor

Print Name \_\_\_\_\_

**IF OTHER THAN OWNER SIGNATURE MUST BE NOTARIZED**

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Signature of Notary \_\_\_\_\_  
**NOTARY PUBLIC, ALBANY COUNTY, NEW YORK**

**SPECIAL CONDITIONS OF THE PERMIT;**