

VILLAGE OF NORTH SYRACUSE CODES DEPARTMENT  
REQUIRED PERMIT APPLICATION INFORMATION  
**SIGNAGE PERMIT**

- \_\_\_ Completed permit application (1 copy).
- \_\_\_ Property survey representing existing conditions (2 copies).
- \_\_\_ Signs must provide color picture with dimensions on it.
- \_\_\_ Plot plan drawn to scale showing the location, size, shape and dimensions of the property, the setbacks from the property lines and the size of all existing and proposed buildings, additions and/or structures on the property (2 copies).
- \_\_\_ Plans shall be drawn to scale and show all details of all structural, mechanical, electrical and plumbing work to be performed. Plans and specifications shall bear the signature of the personnel responsible for the design and drawings and where required by § 302, as amended, of Article 147 of the Education Law of the State of New York, the seal of a Licensed Architect or a Licensed Professional Engineer.
- \_\_\_ All insurance forms shall list the Village of North Syracuse as Certificate Holder.
- \_\_\_ Liability Insurance shall list the address of permitted work location.
- \_\_\_ Worker's Compensation Insurance or Exemption (see attached list for accepted forms).
- \_\_\_ Disability Insurance or Exemption (see attached list for accepted forms).
- \_\_\_ Copy of Homeowners Insurance (if work is to be done by owner please call).
- \_\_\_ Valuation of proposed work.
- \_\_\_ All fees to be submitted with application (Corp. Check, Money Order or Cash).

If your project requires underground digging we recommend that you call Dig Safety New York at 1-800-962-7962 to have underground items marked.

Partial or incomplete applications **will not** be accepted. If you have any questions please call the Codes Department at (315) 458-4763.