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 (Cory. 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.