



Registration - Signage

City of Buffalo - Department of Permit and Inspection Services

All projects for which an application is required under Chapter 496 of the City Code must be registered with the Department of Permit and Inspection Services (DPIS). This form must be completed by you (the applicant) if your project includes signage. **The questions on this form are related to City Code and not the New York State Building Code.** At registration, all approvals required under Chapter 496 of the City Code will be identified and all appropriate application forms will be provided.

Applicant Information

Property Owner Name(s): _____

Phone Number: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Applicant Name(s): _____

Phone Number: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Contractor Name(s): _____

Phone Number: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Property Information

Assessed Address: _____

Area of Parcel (square feet): _____ Acres: _____

Zone: _____ Zone Overlay (if applicable): _____

Current Use: _____

Historic District/Property (within or adjacent): _____

Statement of Intent

Briefly state the intent of the project including a physical description of any existing signage (attach additional information if needed):



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Provide the following for each proposed sign as required in Section 496-6 of the City Code (as applicable).

Project Description

Existing/Remaining Signage on Property:

Existing (square feet): _____ Remaining (square feet): _____

Proposed Sign #1:

Sign type (if on premise): _____ Area (square feet): _____

Height (feet): _____ Width (feet): _____

Projection from wall (feet): _____ Setback from curb (feet): _____

Does the sign encroach in to the right-of-way? Yes No

Vertical clearance from sidewalk (feet): _____

Illumination type (if applicable): _____ Percentage: _____ Intensity: _____

Proposed Sign #2:

Sign type (if on premise): _____ Area (square feet): _____

Height (feet): _____ Width (feet): _____

Projection from wall (feet): _____ Setback from curb (feet): _____

Does the sign encroach in to the right-of-way? Yes No

Vertical clearance from sidewalk (feet): _____

Illumination type (if applicable): _____ Percentage: _____ Intensity: _____

Proposed Sign #3:

Sign type (if on premise): _____ Area (square feet): _____

Height (feet): _____ Width (feet): _____

Projection from wall (feet): _____ Setback from curb (feet): _____

Does the sign encroach in to the right-of-way? Yes No

Vertical clearance from sidewalk (feet): _____

Illumination type (if applicable): _____ Percentage: _____ Intensity: _____



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Proposed Sign #4:

Sign type (if on premise): _____

Area (square feet): _____

Height (feet): _____

Width (feet): _____

Projection from wall (feet): _____

Setback from curb (feet): _____

Does the sign encroach in to the right-of-way? Yes

No

Vertical clearance from sidewalk (feet): _____

Illumination type (if applicable): _____

Percentage: _____ Intensity: _____

*If more than four (4) types of signs are proposed, please attach additional pages to the application.

Total project cost: _____

Additional Required Materials

1. Site plan (if applicable)
2. Architectural elevations (if applicable)
3. Building Plan (if applicable)
4. Owner Authorization Form (if required)
5. Any additional documents that clearly describe the proposed work and its code compliance

Disclosure Affidavit

I, _____ (print name), as agent for the above-noted project, have reviewed the project's required Prior Approvals and City Code Requirements with a Permits Inspector. I am aware that it is my responsibility to accomplish all prior approvals, and then to bring paperwork for these approvals to the Permit Office at permit application. In addition, I am aware that it is my responsibility to collect all the required building/site plan documents and to bring them to the Permit Office at application in order for the reviews of this projects plans to proceed. It is my responsibility to supply any additional documents that the project requires to clearly and completely describe the proposed work and its code compliance. I understand that per City Code Section 103-13.1, if more than on plan revision per trade is required, additional review fees will be assessed. Furthermore, I understand that it is my responsibility to fully inform the property owner about all of the above.

Applicant signature: _____

Date: _____

Office Use Only

A/P#: _____