



Town of Malta
BUILDING DEPARTMENT
TOWN HALL
 2540 Route 9
Malta, NY 12020
 Telephone (518)899-2685
 Fax (518)899-4719
 www.malta-town.org

WAYNE HOFFMAN
 Code Enforcement Officer
 building2@ malta-town.org

Greg Berg
 Code Enforcement Officer
 gberg@malta-town.org

APPLICATION FOR SIGN PERMIT

- 1. APPLICATION MUST BE FILLED OUT COMPLETELY**, including signatures of the property owner, the applicant and the contractor.
- Contractor must provide:
 - a certificate of liability insurance with the Town of Malta listed as certificate holder **AND**
 - certificate of workers compensation insurance, on either the State approved **C-105.2** form or the **U-26.3** form,
 - certificate of disability insurance, on either the State **DB-120.1** or **DB-155** form **OR**
 - certificate of workers compensation/disability exemption **CE-200**, site specific.
- Two sets of to-scale drawings, with dimensions must accompany application:
 - drawing of the building facade(s) of the establishment to which the sign will be attached (include the shape and accurate location of the sign), if a wall or roof sign, or if awning graphics;
 - detailed drawing of the sign face(s), including any sign support structure (height above grade, etc., and a site plan with location) if a freestanding sign;
 - detailed drawing of the sign profile, including any sign support structure.

Location Information:

Job site address: _____
 Zoning district: _____ Cost of work: _____

Owner Information:

Owner's name: _____ Phone: _____
 Address: _____ Email: _____

 Owner's signature Date

Applicant/Tenant Information (if applicable):

Applicant: _____ Phone: _____
 Address: _____ Email: _____

 Applicant's signature Date

Contractor Information:

Contractor: _____ Phone: _____
 Address: _____ Email: _____

 Contractor's signature Date

FOR STAFF USE ONLY:

Date/time applied: _____ Received by: _____
 Permit #: _____ Date Issued/Denied: _____
 Fee.....Sign Area (sq. ft.): _____ Cost \$ _____ Signed: _____

SIGN FABRICATION AND ERECTION INFORMATION

Complete all information regarding fabrication and erection of sign

SIGN #1 INFORMATION

HEIGHT _____ LENGTH _____ AREA (SQ. FT.) _____ DOUBLE SIDED? YES NO

IS SIGN ILLUMINATED? YES NO HOW _____

MAXIMUM HEIGHT OF LETTERING OR LOGO _____ COST INCL. ERECTION _____

SIGN MATERIALS _____

HOW IS SIGN SECURED TO BUILDING? _____

WALL SIGN, FACADE AREA OF ESTABLISHMENT TO WHICH SIGN IS ATTACHED _____

FREESTANDING SIGN, HEIGHT OF SIGN ABOVE GRADE _____

MONUMENT SIGN, FACADE AREA OF ESTABLISHMENT TO WHICH SIGN IS MOUNTED _____

WINDOW SIGN, AREA OF WINDOW WITHIN WHICH SIGN IS PLACED _____

AWNING GRAPHICS, AREA OF EXTERIOR SURFACE OF THE AWNING _____

OTHER, EXPLAIN _____

SIGN #2 INFORMATION

HEIGHT _____ LENGTH _____ AREA (SQ. FT.) _____ DOUBLE SIDED? YES NO

IS SIGN ILLUMINATED? YES NO HOW _____

MAXIMUM HEIGHT OF LETTERING OR LOGO _____ COST INCL. ERECTION _____

SIGN MATERIALS _____

HOW IS SIGN SECURED TO BUILDING? _____

WALL SIGN, FACADE AREA OF ESTABLISHMENT TO WHICH SIGN IS ATTACHED _____

FREESTANDING SIGN, HEIGHT OF SIGN ABOVE GRADE _____

MONUMENT SIGN, FACADE AREA OF ESTABLISHMENT TO WHICH SIGN IS MOUNTED _____

WINDOW SIGN, AREA OF WINDOW WITHIN WHICH SIGN IS PLACED _____

AWNING GRAPHICS, AREA OF EXTERIOR SURFACE OF THE AWNING _____

OTHER, EXPLAIN _____

JOB SITE ADDRESS _____

**** LOCATE FREESTANDING AND MONUMENT SIGNS, GIVING ALL PERTINENT YARD DIMENSIONS**

