

# TOWN/VILLAGE OF LIMA

## SIGN PERMIT APPLICATION

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Permit Fee: \_\_\_\_\_ Permit Number: \_\_\_\_\_ Tax Parcel: \_\_\_\_\_ Date: \_\_\_\_\_

**Address Where Sign is to be Erected:** \_\_\_\_\_

**Village Zoning district:** (Check one)  S  R  MR  DB  GB  M  LC

**Town Zoning district:** (Check one)  A  R  B  M  PD  Q  LC

**Property Owner:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

YES NO Workers Compensation Form BP-1 stating Workers Compensation is not required received.

**Sign Contractor:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

YES NO Proof of valid Workers Compensation & Liability Insurance Policy received:

**Type of Sign:**  Wall Sign  
 Free Standing Sign  
 Projecting Sign  
 Sandwich Sign

**Method of Illumination:** \_\_\_\_\_

**Description of Sign:** \_\_\_\_\_

\_\_\_\_\_

**INSTRUCTIONS FOR SIGN PERMIT APPLICATION:**

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1. Submit one plot plan (instrument survey) at original scale (not reduced or enlarged) showing: proposed sign location; all existing structures on the premises and dimensions between sign and all roadways.
2. Provide a description of the sign including: drawing to scale showing type of material, colors; dimensions; wording and show position of any lighting.
3. If sign is to be wall mounted then provide the dimensions of the building façade upon which the sign is to be mounted.
4. If a sign already exists and will remain then provide dimensions of existing sign.
5. If sign is a projecting sign and protrudes over a public way then provide a certificate of liability insurance coverage naming the Village or Town of Lima as an additional insured.
6. Submit proof of Contractor’s valid Workers Compensation Insurance Policy must be submitted and approved or Form BP-1 stating that Workers Compensation is not required before issuance of any building permit.
7. Submit sign permit fee with check made payable to Town or Village of Lima.
8. These documents must accompany the completed permit application which will then be reviewed and approved by the Code Enforcement Officer. No sign shall be erected before approval and issuance of a sign permit.

**INSURANCE REQUIRED:**

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Workers Compensation Insurance and Disability Benefits Coverage: New York Workers Law 57 requires contractors and certain homeowners listed on the building permit to provide proof that such coverage is issued by an authorized insurance carrier (Form C-105.2 or U-26.3) or provide proof of exemption (Form CE-2000). Any residence that is not a 1, 2, 3, or 4 family **owner occupied** residence is considered a business and must provide proof of insurance.

Affidavit of Exemption Form BP-1 can only be filed if the Owner of the owner occupied residence follows the restrictions defined below:

1. Owner is performing all of the work themselves for which the building permit is issued.
2. Owner is not hiring, paying or compensating in any way the individuals that are performing or helping to perform any or all of the work or which the building permit is issued.
3. Owner has a home owner’s insurance policy that is currently in effect and covers the property for which the building permit is issued and the owner is hiring or paying individuals a total of less than forty (40) hours per week (aggregate hours for all paid individuals) for the work for which the building permit is issued.

**HISTORIC PRESERVATION COMMISSION:**

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Village & Town of Lima has a joint Historic Preservation Committee (HPC) which provides advice to applicants when their property is located within the Historic Preservation Overlay District or is designated on the National Register of Historical Places or is located within 100 feet of a property’s boundary that is in the Historic District or a designated historic landmark. All projects consisting of new construction or structural alterations or façade alterations shall require the HPC to provide an advisory opinion to the applicant prior to issuance of a building permit. The Building Inspector will coordinate with the HPC when their review is required. The HPC is available to provide assistance on any project to help preserve and enhance the historical appearance and character of your building. The HPC has up to thirty (30) days to issue their advisory opinion. A Town Zoning Map is available on the Town website to determine a property’s location with regard to the Historic Protection Overlay District.

Yes No Is the property located within a Historic District?

Yes No Is the property located within 100 feet of a designated Historic Property boundary?

<b>HPC Approval:</b>	Required	Review Date	Approved	Approved with Conditions
Historic Preservation	_____	_____	_____	_____

**SIGN PERMIT REQUIREMENTS:**

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1. All electrical work must be inspected by an authorized agent and produce a certificate of approval. It is the permit holder's responsibility to arrange for all required electrical inspections. A list of approved electrical inspectors can be found on the Town/Village website.
2. A sign permit may be revoked or suspended if it is determined that the work to which it pertains is not in accordance with the information contained in the permit application; Or is not in conformance with the Village/Town ordinances; Or if there has been a misrepresentation or falsification of a material fact or condition connected with the application for a sign permit.
3. A sign permit shall expire one (1) year from the date of issuance or upon the issuance of a Certificate of Compliance whichever comes first. A sign permit that has expired prior to the issuance of a Certificate of Compliance shall require the payment of a renewal fee.

**CERTIFICATION:**

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Application is hereby made to the Village/Town of Lima for the issuance of a Sign Permit. I acknowledge that no sign installation activities shall be commenced prior to the issuance of a valid permit. I affirm that I have read the instructions and that the application, plans and supporting documentation are true and a complete statement and description of the work proposed and that all work will be performed in accordance with local laws and ordinances and regulations whether specified herein or not. I authorize access to the Building Inspector or designated representative for the purpose of inspections. I agree to prominently display on the premises the sign permit issued and abide by all Planning Board and Zoning Board of Appeals approvals and all plan amendments made by the Building Department. I further acknowledge and agree that I or my agents will request an inspection by the Building Inspector of the completed sign in order to obtain a Certificate of Compliance.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Make checks payable to: Village of Lima or Town of Lima depending on project location. Mail or deliver to: 7329 East Main Street, Lima, NY 14485

Permit Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMENTS:**

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