



Town of Gates Building Department

Sign Permit Guidelines

Required Documentation:

- 1. Building Permit Application**
- 2. Mockup drawing of what the sign will look like on the building/property**
- 3. Dimensions of the sign from sign company**
- 4. Owner's permission if applicable:** Tenant must have owner's permission in writing before a permit will be issued.
- 5. Insurance or Exemption Form** (One of the following):
 - Contractor: General Liability & Worker's Compensation
 - Business owner, family member or friend: Please provide the CE- 200 form on <http://www.wcb.ny.gov>

Each type of sign has their own rules & regulations. Once you have submitted your application the building inspector will review it. He will let you know if something needs to be changed. If you have any questions please feel free to call our building inspector at (585) 429-8242.