



TOWN OF SHAWANGUNK

Building Department

Building Permit Application

Signs

- 1.) Submit all together to the Building Department:
 - (1) Completed application.
 - (2) Applicable fee
 - (3) photo/drawing/rendering (full color) of proposed sign
- 2.) Work covered by this application **may not** begin until permit application is reviewed, plans are approved, a permit is issued and signed for.
- 3.) Approved plans to be kept on the site of project for reference, and the **permit number** must be displayed on site in 6" numbers to be seen from the road (make your own sign).
Your permit # will be needed to request inspections.
- 4.) Upon completion of work, final paperwork must be submitted and final inspection must be scheduled to obtain certificate of compliance.

Contractor insurance requirements:

IF Homeowner is contractor:

1. Provide a photocopy of homeowner's declaration page for address of project.
2. Complete Affidavit of Insurance form. **Must be notarized.**

IF hired contractor:

1. Provide NYS Certificate of Workers' Compensation Insurance (C-105.2 or U-26.3) listing Town of Shawangunk as Certificate Holder. *(ACORD forms are not accepted)*
- OR---**
2. Self-insured contractor shall provide Certificate of Attestation of Exemption (CE-200) from NYS Workers' Compensation Board (www.wcb.ny.gov)

Sign regulations: See Town of Shawangunk Zoning Code for Sign requirements for your property's zone.

1. Provide photo or sketch (full color) or proposed sign, including location and attachment details.

Inspections: It is the permit holders' responsibility to schedule required inspections. Please request a list of required inspections for *YOUR* individual project from the Building Dept.

- email inspection requests ***by 3pm for inspection next business day*** to: building@shawangunk.org. Please include permit# in subject line (Inspection request BP# XX-XXX). Please include your preferred date and time slot (AM or PM).
- Inspections are performed between 9am-3pm, Monday through Friday
- Please be sure your project is **ready** for the requested inspection. Scheduled inspections that are not ready will be Failed/Not Ready and be assessed a \$75 fee, unless canceled at least 2 hours prior to inspection time.
- Please note: **Photos will not be accepted for missed inspections**
- Typical (minimum) inspections required for sign projects:
 - Site inspection
 - Electrical – Any receptacles or fixtures associated with sign must have rough-in and final electrical inspections from approved electrical inspector.
 - Final inspection – submit final paperwork and request final certificate inspection (**final electrical inspection** required prior to scheduling final inspection).
- Inspection results
 - If no one is at site at time of inspection, email building@shawangunk.org or call (845) 895-2904 after 3pm for inspection results.
 - Dogs and other animals must be secured
 - Fences must be unlocked for inspection access