

# Village of Depew Checklist for Obtaining a Permanent Sign

All Village permits require a copy of the most recent property survey.

Building permit fee is \$100.00 for a sign – (not billboard) with a maximum total area of 25 sq. ft., *\*Plus \$1.00 each square foot or fraction over 25 sq. ft.*

*\*Sign over 25 Sq. ft. would require a Variance (non-refundable fee of \$100.00) plus required building permit fee.*

The following requirements apply:

1. No sign shall exceed 25 square feet in area. Section 260-27-E-(3)-(2)
2. No part of any sign shall be nearer than 10 feet to any property line or public sidewalk areas. Section 260-27-(4)-(c)
3. No sign shall exceed 30 feet in height. Section 260-27-E-(1)
4. Flashing, Blinking, or moving lights are not allowed in the Village of Depew. Section 260-27-E-(4)(g)
5. Any sign erected between the sidewalk & curb is prohibited. Section 203-45
6. A permit shall be required for the erection, alteration or reconstruction of any business or advertising sign. Section 260-27-(4)-(c)
7. Any sign erected prior to obtaining a building permit automatically doubles the fee. Section 76-14-E
8. A sketch of sign with exact dimensions must be provided.
9. A copy of the most recent survey with the sign marked on it must be provided.

## Instructions for obtaining a permanent sign permit from the Village of Depew

1. Bring copy of most recent survey with sign location & sketch of sign with dimensions to the Village Clerk's office.
2. Fill out building application form to include:
  - a. Property owners name & address & contact information.
  - b. Description of sign including who is installing and cost of sign.
  - c. Signatures of person obtaining sign permit.
3. Pay \$100.00 \* by cash or check made payable to "Village of Depew"
4. Building permit applications will be reviewed by the building inspector in the order they are received. Once the building inspector approves the application, a permit will be mailed to the property owner's address that is listed on the application.

\*Amount may change if a variance is required and/or sign is more than 25 sq. ft.