



BUILDING INSPECTOR'S OFFICE
S 4295 South Buffalo Street
Orchard Park, New York 14127-2609

Phone: 716-662-6430
Fax: 716-662-6419
www.orchardparkny.org

Sign Permit Additional Information

Part I: Allowable Temporary Signs

Applications for such permit may be granted only to the owner of the property on behalf of the following:

- 1. A charitable or not-for-profit educational, professional or service organization.
- 2. A newly established or located business establishment awaiting the approval of a permanent sign permit.
- 3. An existing business which has lost the use of and earlier, legal, existing sign by reason of accident of other unanticipated event beyond the control of the owner of the business.
- 4. A newly constructed multiple residence or commercial development, other than two-family, announcing the availability of leases or sales.

Part II: Temporary Sign Requirements

- 1. Size: The size shall not be greater than twenty (20) square feet
- 2. Sign shall not be erected on any public property, including the right-of-way, or no part of the sign shall be closer than either five (5) feet from the inner edge of the public sidewalk or fifteen (15) feet from the curb edge of the public roadway, whichever is greater.
- 3. Description of signs to be erected: _____

- 4. The permit may be extended once for an added period not to exceed thirty (30) days upon written application setting forth the special circumstances requiring the extension. An additional fee shall be charged if an extension is granted.

Temporary sign permit Expiration Date: Sign shall be displayed for a period not to exceed thirty (30) days and must be removed by the property owner within seven (7) days after the event

Signature _____ Date: _____



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Sign Permit Application Checklist

- Completed application form, including signature or written consent of building owner
- Property survey showing all structures and any existing signage, as well as the location of any new sign
- Color photograph of building(s)

Detailed design drawings, including:

- Scaled drawing of sign that includes changes to building elevation (where applicable)
- Color image of sign that includes all textual and graphical content along with the dimensions of all the lettering and pictorial material (where applicable)
- Detailed description of illumination method/ type of lighting (where applicable)
- Detailed description of sign material, structure, mounting, and foundation (where applicable)

Additional information/ Restrictions

1. The contractor is responsible for scheduling inspections- advance of 24 hours.
2. Any sign no longer performing its original function due to vacancy or other change on the premises shall be removed within one year of said condition.
3. For multiple developments, a coordinated signage plan must be submitted to the Planning Board in addition to other application materials.
4. All signs must comply with the Town of Orchard Park Building and Zoning Code.