

# Village of Depew

## Building Department

Municipal Building • 85 Manitou St. • Depew, NY 14043

716-683-1400 ext. 123 • 716-683-3538 (fax)

www.villageofdepew.org

---

## **CHECKLIST FOR OBTAINING A TEMPORARY SIGN**

**Temporary Sign Permit Fee is \$40.00 per month for a MAXIMUM of ONE (1) month per calendar year. The use of the sign is limited to an Individual Business.**

The following requirements apply:

1. Temporary signs require a building permit.
2. A building permit for temporary signs shall be granted for a period no longer than 30 consecutive days. A total of ONE month per calendar year shall be permitted. *Special use permits are not allowed for portable signs.* Section 260-37-J
3. Exterior portable or temporary signs shall be limited to a maximum sign area of 32 square feet per face.
4. If you are a tenant or not the owner of the location where the sign will be placed, a letter of permission must be obtained by the property owner.
5. No part of any sign shall be nearer than 10 feet to any property line or public sidewalk areas and may not cause visual obstructions for motorists or pedestrians.
6. Signs may be internally illuminated and may use LED message displays consistent with the limits for such signage in section 260-37 of the Village Code.
7. All electrical cords utilized for such signage must be protected from physical damage and electrocution to persons and animals.
8. Signs must be anchored to prevent overturning or becoming windblown.
9. Any sign placed prior to obtaining a building permit automatically doubles the fee.
10. Any freestanding sign, or A-type sign 16 sq. ft. and under does not require a permit but must be kept out of the right of way.

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

1. Apply for permit at the Building Department.
2. You will need the following information to complete application:
  - a. Property owners name, address & contact information.
  - b. Property owner permission letter if applicable.
  - c. Name, address & phone number of business applying for permit.
  - d. If sign is rented, please have rental company name & phone number.
  - e. The rental company must submit a Certificate of Liability Insurance with the Village of Depew listed as the Certificate holder before permit will be issued.
3. Pay \$40.00 by cash or check payable to "Village of Depew".
4. As long as ALL requirements are all met & payment is received, a permit can be issued immediately.