

# Village of Depew

## Building Department

Municipal Building • 85 Manitou St. • Depew, NY 14043  
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www.villageofdepew.org

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## **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 based on Chapter 260-37 of the Village Code.

The following requirements apply:

1. A permit shall be required for the erection, alteration or reconstruction of any business or advertising sign.
2. Any sign erected prior to obtaining a building permit automatically doubles the fee.  
*Section 76-14-E*
3. A sketch of the sign with the exact dimensions must be provided.
4. A copy of the most recent survey with the sign marked on it must be provided.
5. No part of any sign shall be nearer than 10 feet to any property line or public sidewalk areas.
6. No sign shall exceed 30 feet in height.
7. No sign in the Village shall contain flashing, blinking or moving lights except changeable-text signs; provided, however, that in no event shall any illuminated sign or lighting device be so placed or directed so as to permit the beams and illuminations there from to be directed or beamed upon a public street, highway, sidewalk or adjacent premises so as to cause glare or reflection that may constitute a traffic hazard or upon neighboring property so as to cause a nuisance.
8. Any sign erected between the sidewalk and the curb is prohibited. *Section 203-45*

### **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 Village Building Department.
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. Signature of person obtaining sign permit.
3. Pay \$100.00 by cash, or check payable to "Village of Depew".
4. Building permit applications will be reviewed by the Code Enforcement Officer in the order they are received. Once the Code Enforcement Officer approves the application, a permit will be mailed to the property owner's address that is listed on the application.