



## INSTRUCTIONS FOR BUSINESS ADVERTISING DEVICE PERMIT

All Business Advertising Devices erected in the Village of Fairport require a permit.

All applications are checked and approved by the Sign Director. To expedite approval, be sure you have filled out your application completely, supplying all of the information asked for on the form.

After approval by the Sign Director, your permit may be issued. Please call the Building Department Office (223-0313) within a few days to check on the status of your permit.

The following fees apply:

A twenty dollar (\$20.00) fee shall be charged for each permit issued. The permit shall be valid for a period of thirty (30) days. No more than three (3) permits may be issued to any single establishment or address during a twelve (12) month period.

All Business Advertising Devices erected before the Permit is issued are subject to a “Notice of Violation” which carries a civil penalty and fine.

VILLAGE OF FAIRPORT

APPLICATION FOR A BUSINESS ADVERTISING DEVICE PERMIT

APPLICANT/OWNER'S NAME: \_\_\_\_\_ Tel.# \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Address of business where business advertising device to be erected:

\_\_\_\_\_  
LETTERING/COPYING ON DEVICE:

\_\_\_\_\_  
COLOR OF DEVICE: \_\_\_\_\_

Length of time device to be erected: \_\_\_\_\_

**PERMIT VALID FOR 30 DAYS. NO MORE THAN 3 PERMITS  
MAY BE ISSUED TO ANY ESTABLISHMENT OR ADDRESS  
DURING A TWELVE MONTH PERIOD.**

ATTACH TO THIS APPLICATION:

Detailed drawing or blue print to scale showing details of the device, lettering and/or pictorial matter and color of each, a location plan drawn to scale showing the position of the device on building or structure.

The undersigned attests to the application's accuracy.

\_\_\_\_\_  
Date applicant's signature

I hereby consent to the erection of applicant's sign on my property.

\_\_\_\_\_  
Date owner's signature

Total Due: \$ \_\_\_\_\_  
(\$20.00 Per Permit)

Date Issued: \_\_\_\_\_

Dates Banner Displayed: \_\_\_\_\_ to \_\_\_\_\_