

OBTAINING A BUILDING PERMIT FOR SIGNAGE

The installation of both new and replacement signage in the City of Geneva requires that a Building Permit be obtained from Geneva's Department of Developmental Services prior to the commencement of any work. The varied signage requirements of different zoning districts in the city and the need to insure that appropriate and good quality design is incorporated in signage dictates the need to have proposed work reviewed and approved prior to the issuance of the building permit.

1. The process for obtaining the required permit begins with submitting a completed and signed Building Permit Application to this office. The application can be obtained from City Hall or downloaded from the City's website (www.geneva.ny.us). Follow the links: *Departments, Public Works, Development Services, Building Permit Application* and *Building Permit* for a downloadable form.
 - Applications must be completed. Incomplete applications will be returned.
 - Applications must be signed and dated by the property's legal owner.
 - The contractor's information and signature is not imperative at the time of submitting the application but the permit will not be issued until this is completed.
 - \$50 permit application fee is due when application is submitted.
2. All proposed signage will be reviewed to verify zoning compliance as well as to approve the design and placement on the building. Most proposed signage can be reviewed by the Commercial Design Advisory Team (CDAT). No fees are required for CDAT review. Some proposed signage may require additional approvals. This is unusual but includes signs located in the Geneva Historic District, internally illuminated signs and signs not located at the place of business. CDAT meets monthly to review proposed signage designs. To be placed on the agenda for review you will need to submit the following by the application deadline for that month's meeting date (3 sets required):
 - A completed CDAT Review application (available from this office).
 - Color renditions of all proposed signage (new & existing) indicating dimensions.
 - A written description of the proposed signage's construction details.
 - Color pictures showing proposed signage superimposed on the building. Indicate the building's width and the height from grade (sidewalk) to 1st floor ceiling.
 - Signs overhanging walkways should clearly indicate the clear height above the walkway.
3. When this office has received all necessary approvals we will issue the Building Permit allowing the installation of signage. **NO SIGNAGE MAY BE INSTALLED UNTIL A WRITTEN PERMIT IS OBTAINED.** Work done prior to issuance of a written permit is subject to penalties and removal.

THINGS TO CONSIDER:

1. You should not have signs manufactured until you have received written approval to install them.
2. All signs require approval including window appliques, internally hung, awning graphics & sandwich-boards.
3. Hanging signs with two (2) faces are considered two (2) signs. Hanging signs must clear grade below by at least 10'-0".
4. Externally illuminated (such as goose-neck lighted) signs are permitted and may be reviewed and approved by CDAT. All internally illuminated signs (including neon) require a special use permit. These signs require application to, review and approval by Zoning Board of Appeals instead of CDAT. There are additional fees and application deadlines associated with these reviews.
5. All applications, submittals and questions should be directed to this office.

**City of Geneva Department of Developmental Services
47 Castle Street – Geneva, NY 14456**