

Village of Montebello
Building & Zoning Department
One Montebello Road
Suffern, N.Y. 10901
(845) 368-2491 * Fax (845) 368-2044

Sign Permit Application Instructions:

- 1) A separate application must be filed for each sign.
- 2) Type or print application in duplicate.
- 3) Submit duplicate illustrations of sign.
- 4) Picture of area & size of area where sign is to be erected.
- 5) Submit correct fee with application.

Name on Permit: _____

Section & Lot No.: _____ Zone: _____ Size of Sign: _____

Date: _____ Permit Number: _____

Property Owner: _____ Phone No.: _____

Address of Owner: _____

Lessee: _____ Phone No.: _____

Lessee Address: _____

Street Address of Sign: _____

Height of Sign Above Ground Level: _____ Plans Submitted: _____

Setback from Center Line of Road: _____ Materials Used: _____

Is proposed sign size shown on an approved site plan? _____

Cost of Construction: _____ Fee: _____

Contractor's Name & Telephone: _____

Applicant's Signature: _____

Approved By: _____ Date Approved: _____

Building Inspector

Village of Montebello
Building & Zoning Department
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To Homeowner:

A Certificate of Occupancy/ Use must be issued for the fence covered by this building permit. All required inspections must be made in order for this Certificate of Occupancy/ Use to be issued and it is your responsibility to make sure that such inspections are made, as well as a certified survey done by a New York State Licensed Engineer showing the location of the fence as built. We have experienced many problems with building permits having expired, contractors paid and gone, work completed, but no Certificate of Occupancy/ Use issued. A lack of a Certificate of Occupancy/ Use constitutes a violation and will cause serious problems when you decide to sell or refinance your home.

This building permit is good for two (2) years. Please make sure that a Certificate of Occupancy/ Use is issued before you use the area covered by the permit.

Please sign this form as an acknowledgement that you have read and understand the above.

HOMEOWNER'S SIGNATURE: _____

DATE: _____