

Village of Montebello
Building & Zoning Department
One Montebello Road
Montebello, 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.) Copy of License, Liability Insurance and Workers' Compensation for all involved**
- 5.) Picture of area & size of area where sign is to be erected.**
- 6.) Submit correct fee with application. \$150**

Name on Permit: _____

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

Date: _____ Permit Number: _____

Property Owner: _____ Phone Number: _____

Address of Owner: _____

Lessee: _____ Phone Number: _____

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 Number: _____

Applicant's Signature: _____

Approved by: _____ Date: _____

Building Inspector

Village of Montebello
Building & Zoning Department
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AFFIDAVIT OF OWNERSHIP

_____ Being duly sworn, deposes and says

That he resides at _____

In _____, County of _____

State of _____, that he is the owner in fee of all that certain

lot, piece or parcel of land situated, lying and being in the Village of

Montebello, New York.

Aforesaid and designated as Section No. _____, Lot No. _____

Of the Village of Montebello Tax Map and that hereby authorizes in his

behalf the filing of an application for a Building Permit and/or Certificate of

Occupancy, and that the statements of fact contained in said application are

true.

Phone number

Email

Signature of Homeowner

Date Signed

Subscribed and sworn to before me
this _____ day of _____ 20____.

(Notary Public)

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To: The Homeowner

A Certificate of Occupancy must be issued for the work covered by this building permit. All required inspections must be made in order for this Certificate of Occupancy/Use to be issued. It is your responsibility to make sure that such inspections are made, including electrical inspections (if applicable) by the New York State Board of Fire Underwriters.

We have experienced many problems with expired building permits. In most cases the contractors have been paid, and the work completed, without a Certificate of Occupancy/ Use having been issued. A lack of Certificate of Occupancy 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/ PROPERTY OWNER SIGNATURE:

DATE: _____

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Sign Contractor's Form

Contractor's Name: _____

Address: _____

Phone #: _____

Rockland County License Number: _____

**PLEASE ATTACH A COPY OF THE ROCKLAND COUNTY GENERAL
CONTRACTOR'S LICENSE, LIABILITY INSURANCE AND WORKERS
COMPENSATION INSURANCE CERTIFICATES.**