

## Permit Procedure for Sign Projects

**I.** The following information, where applicable, is required to be submitted when applying for a Sign Permit:

- For Commercial Signs- The commercial application filled out in its entirety, including a seal from a registered design professional.
- For Residential Signs- The Residential application filled out in its entirety
- Certificate of Insurance, Workers Comp. or Affidavit of exemption
- A certified copy of the property survey, where applicable
- Construction Drawings (clear, understandable, easy to read) to include the following:
  - Front Facing Building Elevation with dimensions (height, width, roof line)
    - Applies to Building Mounted Signs
  - Any other Elevation(s) where signage is to be installed
    - Applies to Building Mounted Signs
  - Any Illuminated signs must specify the brightness in candelas/sqft
  - Structural detail approved and stamped by a PA registered professional which shall include the dimensions, installation, mounting and any electrical components of the sign
  - LED changing signs must provide the following additional information:
    - A statement from the sign operator stating that the brightness of said sign will not exceed that which is allowable by Ordinance

**II.** The permit holder is required to schedule the following inspections, where applicable:

- FOOTINGS –Prior to Concrete
- FINAL -Upon Completion of Installation & Final Electrical has been approved

**IIa.** All inspection requests shall be made 24 hrs. prior to the required inspection by calling the Department of Building Inspections between the hours of 8:30am – 5:00pm.