

# Sign Submittals

The following guidelines are intended to inform customers of the sign regulations and assist them in the permit process in regards to sign installations.

- Pennsylvania Uniform Construction Code
- International Building Code Appendix on Signs (as adopted by the PA UCC)
- National Electrical Code (as adopted by the PA UCC)

If you do not have access to these codes please contact our office prior to completing a permit application.

The permit applicant must secure and submit a completed municipal permit application and the [ABI-5](#) form found on our website, the applicable fee and the required plans and information for each sign intended to be installed, prior to installation.

## Additional Required Information (Plan Submittal)

In addition to the completed and signed permit application and appropriate fee, the following information must be submitted for each:

### 1. Building Sign – Non-Electric or Electric

- Two (2) sets of elevation drawings clearly indicating the size (dimensions) of the building facade and the size of the sign. For multi-tenant buildings, only the size or area of the tenant space needs to be shown for determining the individual tenant sign requirements.
- **If the sign is electric** - Sign drawing must include electrical schematics. The disconnect location must be indicated on the electrical schematics. In addition, all electrical signs must be installed in accordance with the manufacturer's UL installation instructions. Therefore, two (2) copies of the manufacturer's instructions and information must also be submitted.
- All electric signs must be UL listed and labeled, inspected and approved by a Code Official **prior** to energizing the sign circuit.
- Sign applicant and/or sign contractor must provide access (approved ladder or bucket truck) to the Code Official for the purpose of the inspection of all electrical wiring, mounting methods equipment and devices associated with the sign.

### 2. Freestanding Sign – Non-Electric or Electric

- Two (2) sets of drawings of the sign, either drawn to scale or clearly dimensioned, which indicate all materials and construction details.
- **If the sign is electric** - Sign drawing must include electrical schematics. The disconnect location must be indicated on the electrical schematics. In addition, all electrical signs must be installed in accordance with the manufacturer's UL installation instructions. Therefore, two (2) copies of the manufacturer's instructions must also be submitted.

- Design style as indicated on submitted drawings must represent the final product.
- Two (2) copies of a detailed site plan must be submitted for all freestanding signs. The site plan must clearly indicate the property lines, all right-of-way (PennDOT and/or Municipal), and easement lines on the property. The location of the sign must be clearly indicated on the site plan. Sign setbacks shall be indicated (10 foot minimum) from all property lines and right-of-ways.
  - Applications for freestanding signs in excess of 20 square feet shall be submitted with calculations from a registered architect or professional engineer recognized by the State of Pennsylvania. These calculations must indicate compliance with the applicable wind and structural design requirements of section H105 found in appendix H of the 2009 International Building Code.
  - All electric signs must be UL listed and labeled; and inspected and approved by a Code Official prior to energizing the sign circuit.
  - Sign applicant and/or sign contractor must provide access (approved ladder or boom truck) to the Code Official in order to inspect all electrical wiring, equipment and devices associated with the sign.
  - Indicate clearances on plans to overhead utility lines.

## **Identification**

Every outdoor advertising display sign hereafter erected, constructed or maintained, for which a permit is required shall be plainly marked with the name of the person, firm or corporation erecting and maintaining such sign and shall have affixed on the front thereof the permit number issued for said sign or other method of identification approved by the building official.