

# Sign Application

Commonwealth Code Inspection Service, Inc.  
1102 Sheller Avenue, Suite B  
Chambersburg, Pa. 17201  
Ph (717) 262-0081 or fax (717) 263-3546

## SUBMITTALS

- Detailed letter** by applicant explaining the sign application.
- Scaled site plan** showing all structures and the items noted below:
  - Number each sign (both existing and proposed) and note the exact location on the site plan.
  - Provide the dimension from each sign to front property line and the closest side property line.
  - Before a permit can be issued a complete plot plan must be submitted showing the location of the proposed sign, nearby utilities, rights of way, adjacent buildings, etc. Included with the plot plan must be a certification from a Pennsylvania Registered Design Professional that the sign meets the requirements of the International Building Code including a statement that the sign will be constructed to withstand the design wind speed for the area it is to be located.
- Scaled and dimensioned **sign elevations** of any proposed signs.
  - Provide structural drawings showing foundation detail, construction detail, and attachments. Drawings must be detailed enough to determine construction materials and methods. The design must show that the sign will comply with all design requirements of the International Building Code. Most designs are required by the Pennsylvania uniform Construction Code {under 403.42a(c)} to be prepared by a registered design professional (Architect or Engineer).
- Scaled and dimensioned **building elevations** of any walls where signs will be placed.
- Permission from the Municipality.
- Pennsylvania One Call System, Inc. Registration - Call Ten Days for design, Three Working Days Before You Dig - 1-800-242-1776 - It's the Law!
- Proper fee.

## SITE INFORMATION:

Location: Township or Borough: \_\_\_\_\_ Total Acres: \_\_\_\_\_  
Subdivision Name: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_  
Site Address: \_\_\_\_\_ Zoning: \_\_\_\_\_  
Tax Parcel Number: \_\_\_\_\_ PA One Call #: \_\_\_\_\_

### OWNER:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

### APPLICANT:

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Email: \_\_\_\_\_

*I hereby certify that I am the owner of record of this property or that the proposed work is authorized by the owner of record and that I have been authorized by the owner of record to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit. I hereby certify that information on this form is correct to the best of my knowledge.*

Signature: (Owner)

Date

Signature: (Applicant)

Date

**EXISTING AND PROPOSED SIGN INFORMATION:**

**SIGN #1**

Off premise <input type="checkbox"/> On premise <input type="checkbox"/> U.L. # _____
Existing <input type="checkbox"/> Proposed <input type="checkbox"/>
Type of Sign: Freestanding <input type="checkbox"/> Wall <input type="checkbox"/> Ground Monument <input type="checkbox"/> Marquee <input type="checkbox"/> Roof <input type="checkbox"/> Projecting <input type="checkbox"/> Combination <input type="checkbox"/>
HAGL (Height above Grade Line) _____
Sign Dimensions: Length _____ Width _____ Square Feet _____
Percentage of sign area that is animated: _____
Type of Illumination: _____
Cost of Construction: \$: _____

**SIGN #2**

Off premise <input type="checkbox"/> On premise <input type="checkbox"/> U.L. # _____
Existing <input type="checkbox"/> Proposed <input type="checkbox"/>
Type of Sign: Freestanding <input type="checkbox"/> Wall <input type="checkbox"/> Ground Monument <input type="checkbox"/> Marquee <input type="checkbox"/> Roof <input type="checkbox"/> Projecting <input type="checkbox"/> Combination <input type="checkbox"/>
HAGL (Height above Grade Line) _____
Sign Dimensions: Length _____ Width _____ Square Feet _____
Percentage of sign area that is animated: _____
Type of Illumination: _____
Cost of Construction: \$: _____

**SIGN #3**

Off premise <input type="checkbox"/> On premise <input type="checkbox"/> U.L. # _____
Existing <input type="checkbox"/> Proposed <input type="checkbox"/>
Type of Sign: Freestanding <input type="checkbox"/> Wall <input type="checkbox"/> Ground Monument <input type="checkbox"/> Marquee <input type="checkbox"/> Roof <input type="checkbox"/> Projecting <input type="checkbox"/> Combination <input type="checkbox"/>
HAGL (Height above Grade Line) _____
Sign Dimensions: Length _____ Width _____ Square Feet _____
Percentage of sign area that is animated: _____
Type of Illumination: _____
Cost of Construction: \$: _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.