



Chambersburg Office: 405 Wayne Ave. Chambersburg, PA 17201 Phone: 717 496-4996  
 Bedford Office: 125 S. Richard Street, Suite 102, Bedford, PA 15522 Phone: 814 310-2326  
 Somerset Office: 318 Georgian Place, Somerset, PA 15501 Phone: 814 444-6112  
 Email: pmca@pacodealliance.com Website: http://pacodealliance.com/

## SIGN APPLICATION

FILE NO.: \_\_\_\_\_

**SUBMITTALS REQUIRED:**

- Detailed letter by applicant explaining the sign application.
- Scaled site plan showing all structures and the items noted below:
  1. Number each sign (both existing and proposed) and note the exact location on the site plan.
  2. Provide the dimension from each sign to front property line and the closest side property line.
  3. 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.
- 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!

ATTACH ADDITIONAL SHEETS IF NECESSARY

**SITE INFORMATION:**

Site Address: \_\_\_\_\_ Zoning: \_\_\_\_\_  
 Tax Parcel Number: \_\_\_\_\_ Total Acres: \_\_\_\_\_  
 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 \_\_\_\_\_ On premise \_\_\_\_\_ U.L. # \_\_\_\_\_  
 Existing       Proposed       Temporary       Permanent

**Type of Sign:**

- |  |                                     |                                      |
|--|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Freestanding    | <input type="checkbox"/> Marquee    | <input type="checkbox"/> Combination |
| <input type="checkbox"/> Wall            | <input type="checkbox"/> Roof       |                                      |
| <input type="checkbox"/> Ground Monument | <input type="checkbox"/> Projecting |                                      |

HAGL (Height above Grade Line) \_\_\_\_\_  
Sign Dimensions: Length \_\_\_\_\_ Width \_\_\_\_\_ Square Feet \_\_\_\_\_  
Percentage of sign area that is animated: \_\_\_\_\_  
Type of Illumination: \_\_\_\_\_  
Cost of Construction: \$: \_\_\_\_\_

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**SIGN # 2**

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Off premise \_\_\_\_\_ On premise \_\_\_\_\_ U.L. # \_\_\_\_\_  
 Existing       Proposed       Temporary       Permanent

**Type of Sign:**

- |  |                                     |                                      |
|--|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Freestanding    | <input type="checkbox"/> Marquee    | <input type="checkbox"/> Combination |
| <input type="checkbox"/> Wall            | <input type="checkbox"/> Roof       |                                      |
| <input type="checkbox"/> Ground Monument | <input type="checkbox"/> Projecting |                                      |

HAGL (Height above Grade Line) \_\_\_\_\_  
Sign Dimensions: Length \_\_\_\_\_ Width \_\_\_\_\_ Square Feet \_\_\_\_\_  
Percentage of sign area that is animated: \_\_\_\_\_  
Type of Illumination: \_\_\_\_\_  
Cost of Construction: \$: \_\_\_\_\_

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**SIGN # 3**

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Off premise \_\_\_\_\_ On premise \_\_\_\_\_ U.L. # \_\_\_\_\_  
 Existing       Proposed       Temporary       Permanent

**Type of Sign:**

- |  |                                     |                                      |
|--|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Freestanding    | <input type="checkbox"/> Marquee    | <input type="checkbox"/> Combination |
| <input type="checkbox"/> Wall            | <input type="checkbox"/> Roof       |                                      |
| <input type="checkbox"/> Ground Monument | <input type="checkbox"/> Projecting |                                      |

HAGL (Height above Grade Line) \_\_\_\_\_  
Sign Dimensions: Length \_\_\_\_\_ Width \_\_\_\_\_ Square Feet \_\_\_\_\_  
Percentage of sign area that is animated: \_\_\_\_\_  
Type of Illumination: \_\_\_\_\_  
Cost of Construction: \$: \_\_\_\_\_

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Requirement checklist to obtain a building permit for a:

**COMMERCIAL SIGN**

- Completed 3 page Commercial Application (needs to be legible and signed)
  - Land Use Permit (signed/approved by the Municipality)
  - 2 sets of drawings (drawings must be signed and sealed by architect/engineer)
  - 2 copies of site plans (include all existing structures, proposed structure and their distances to all lot lines)
  - Copy of the Contractors Certificate of Liability Insurance if contracting out the work  
OR  
If doing the work yourself submit a signed Workers Compensation Certificate of Liability
  - Driving directions from a known landmark or intersection
- 
- ✓ After submitting all required documents your application will be reviewed.
  - ✓ PMCA will contact you to let you know if your application has been approved or denied.
  - ✓ When the project is approved you will be notified the Building Permit is ready. Prior to obtaining the building permit all charges (i.e. administrative, inspections fees) must be paid.
  - ✓ Be advised additional fees may be applied, throughout the project, for failed or missed inspections.



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Site Address: \_\_\_\_\_ Zoning: \_\_\_\_\_  
Tax Parcel Number: \_\_\_\_\_ Total Acres: \_\_\_\_\_  
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 \_\_\_\_\_ On premise \_\_\_\_\_ U.L. # \_\_\_\_\_  
 Existing       Proposed       Temporary       Permanent

**Type of Sign:**

Freestanding       Marquee       Combination  
 Wall       Roof  
 Ground Monument       Projecting

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 \_\_\_\_\_ On premise \_\_\_\_\_ U.L. # \_\_\_\_\_  
 Existing       Proposed       Temporary       Permanent

**Type of Sign:**

Freestanding       Marquee       Combination  
 Wall       Roof  
 Ground Monument       Projecting

HAGL (Height above Grade Line) \_\_\_\_\_

Sign Dimensions: Length \_\_\_\_\_ Width \_\_\_\_\_ Square Feet \_\_\_\_\_

Percentage of sign area that is animated: \_\_\_\_\_

Type of Illumination: \_\_\_\_\_

Cost of Construction: \$: \_\_\_\_\_

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**SIGN # 3**

---

Off premise \_\_\_\_\_ On premise \_\_\_\_\_ U.L. # \_\_\_\_\_  
 Existing       Proposed       Temporary       Permanent

**Type of Sign:**

Freestanding       Marquee       Combination  
 Wall       Roof  
 Ground Monument       Projecting

HAGL (Height above Grade Line) \_\_\_\_\_

Sign Dimensions: Length \_\_\_\_\_ Width \_\_\_\_\_ Square Feet \_\_\_\_\_

Percentage of sign area that is animated: \_\_\_\_\_

Type of Illumination: \_\_\_\_\_

Cost of Construction: \$: \_\_\_\_\_

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## DIRECTIONS TO THE SITE LOCATION

Please give directions to the work site from a known landmark and/or intersection. Use a directional drawing also in the space provided below if that would assist.

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Site Street Address: \_\_\_\_\_

Directions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Use this space if needed to further clarify the site location:**

Please Note: Inspectors cannot inspect what they cannot find, Be certain the directions are clear. Use Road or Street names, distances between turn offs, and the direction of that travel (North South East or West). Landmarks are very helpful.