



**Chambersburg Office:** 380 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  
**Adams Office:** 1895B York Road, Gettysburg, PA 17325 **Phone:** 717 321-9046  
**Email:** [pmca@pacodealliance.com](mailto:pmca@pacodealliance.com) **Website:** <https://pacodealliance.com/>

Requirement checklist to obtain a Building Permit for a:  
**COMMERCIAL SIGN(S)**

- Sign Application (needs to be legible and signed) [2 COPIES]
  - Land Use Permit (signed/approved by the Municipality) [2 COPIES]
  - Drawings / Plans (must be signed and sealed by architect/engineer if applicable) [2 SETS])
  - Site Plan (include all proposed sign(s) and their proximity to the existing structures and lot lines) [2 COPIES]
  - Copy of Contractors Certificate of Insurance for Workers Compensation (Municipality should be named as the Certificate Holder)
- OR**
- If doing the work yourself submit Workers Compensation Insurance Coverage Waiver  
*[refer to the attached document].*
- 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 i.e., Addendums, Deferred Submittals, failed or additional inspections.



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## SIGN APPLICATION

### 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: \_\_\_\_\_  
Municipality: \_\_\_\_\_ County: \_\_\_\_\_  
Tax Parcel Number: \_\_\_\_\_ Land Use/ Zoning Permit #: \_\_\_\_\_

### OWNER:

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

### APPLICANT:

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Contact Person : \_\_\_\_\_  
Email : \_\_\_\_\_ Cell: \_\_\_\_\_

*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** (please add sheets if needed):

**SIGN # 1**

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

**Type of Sign:**

Freestanding  Wall  Ground Monument  Marquee  
 Roof Mount  Projecting  Other: \_\_\_\_\_

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  Wall  Ground Monument  Marquee  
 Roof Mount  Projecting  Other: \_\_\_\_\_

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

**Type of Sign:**

Freestanding  Wall  Ground Monument  Marquee  
 Roof Mount  Projecting  Other: \_\_\_\_\_

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

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

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

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

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

## 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: \_\_\_\_\_

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**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.



### When applying for a building permit you need the following:

- Fill out the appropriate application answering all question applicable to your job. Application must be legible and signed. (2 copies)
  - A Site Plan showing the location of the existing improvements/structures on your property and approx. distances to all property lines, well, septic system, driveway, etc. Also show the location of the proposed construction. (2 copies)
  - Drawings showing details of the construction you want to do. (2 copies)
  - If you are doing the work please fill out the Workers Comp Cert of Liability OR if you will be contracting out the work PMCA needs a copy of the contractor's certificate of liability insurance.
  - A copy of the signed Land Use Permit from the Municipality (Borough or Township)
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### After Building Permit Application is submitted:

- After submitting all required documents your application will be reviewed.
  - PMCA will contact you with an approval or denial.
  - If approved, your permit will be issued and the inspection & administrative fees are due when you pick up the permit. You will also obtain a copy of your original application and stamped set of plans.
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### After the Building Permit is issued:

- The Building Permit placard and municipal placard are to be visible on site at all times during the construction process.
- To schedule and inspection call the office where your permit was submitted to schedule an inspection. Be prepared to have your Permit Number, address and type of inspection you are requesting. If you call on a work day and provide all the needed information prior to 3:00 p.m. every effort is made to schedule the inspection for the following work day.
- The copy of your application and approved plans are to remain on site when the building inspectors come for inspections. Be advised: we cannot inspect if these are not on site and you may incur additional costs due to extra trip(s) by the inspector.

**✓ Checklist for the Site Plan to be provided with the Building Application**

1. **Site plans are essential and must be clearly legible and reproducible regardless of the reason for requesting the permit.**
2. Use an 8 ½" X 11" sheet of paper at minimum.
3. After locating all the structures on your property show distances in feet to the lot lines and between the structures.

**Provide dimensions of the property getting the proposed improvement**

- Drawing of approx. property layout (Can use hand drawing, photocopy of survey, etc.)
- Acreage (Refer to deed or survey drawing)
- Approx. boundary dimensions (Can be from the deed, field measurement, or a survey drawing)
- Parcel Number (Not mandatory – obtained from deed or property tax notice)

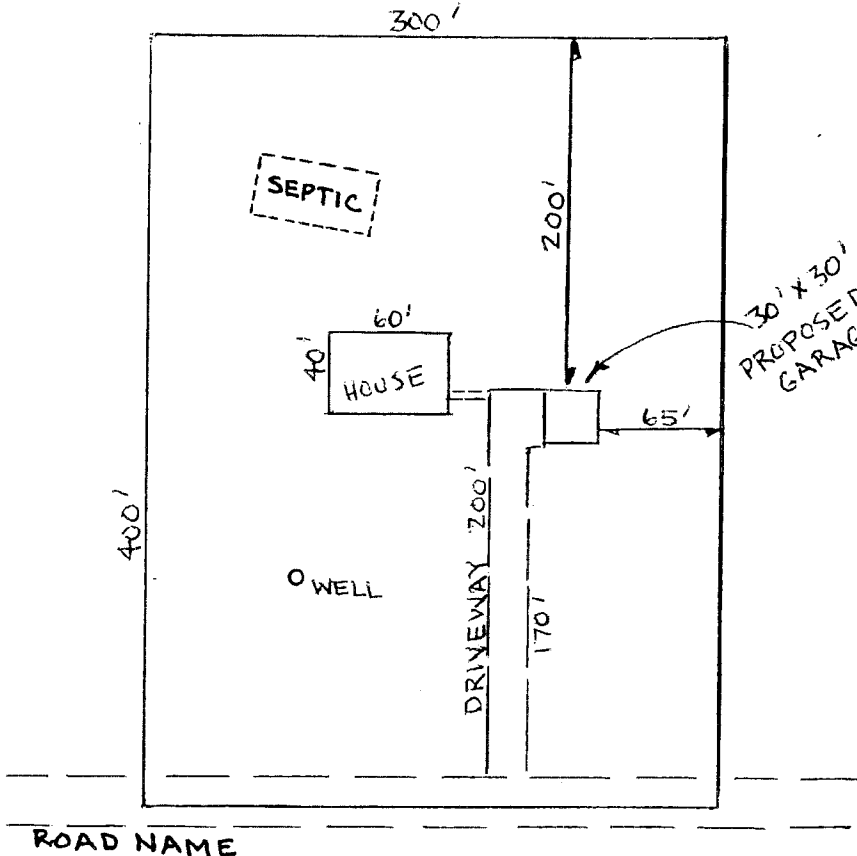
**Existing Buildings / Structures with Corresponding Dimensions**

- |                  |                                                    |
|------------------|----------------------------------------------------|
| ○ Houses         | ○ Deck / Patios                                    |
| ○ Sheds          | ○ Other buildings or structures on the property    |
| ○ Barns          | ○ Location of on lot well and septic IF applicable |
| ○ Swimming Pools |                                                    |

**Proposed Improvement(s)**

- Proposed Structure Dimensions (House, Shed, Barn, Addition, Deck, etc.)
- Location of Proposed Driveway and Sidewalk

**SAMPLE SITE PLAN ►**



**► Workers' Compensation Insurance Coverage Information ◀**

**A. The applicant is**

A contractor within the meaning of the Pennsylvania Workers' Compensation Law

Yes  No

If the answer is "Yes," complete Sections B and C below as appropriate.

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**B. Insurance Information**

Name of Applicant: \_\_\_\_\_

Federal or State Employer Identification No. \_\_\_\_\_

Applicant is a qualified self-insurer for workers' compensation.

Certificate attached

Name of Workers' Compensation Insurer: \_\_\_\_\_

Workers' Compensation Insurance Policy No. \_\_\_\_\_

Certificate attached

Policy Expiration Date: \_\_\_\_\_

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**C. Exemption – MUST BE NOTORIZED**

*Complete Section C if the applicant is a contractor claiming exemption from providing workers' compensation insurance.*

The undersigned swears or affirms that he/she is not required to provide workers' compensation insurance under the provisions of Pennsylvania's Workers' Compensation Law for one of the following reasons, as indicated:

Contractor with no employees. **Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the township.**

**Homeowner** who elects to do all work without contracting or hiring others to assist.

**Religious exemption** under the Workers' Compensation Law.

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Signature of Applicant: \_\_\_\_\_ Print Name: \_\_\_\_\_

Address: \_\_\_\_\_ Date: \_\_\_\_\_

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Commonwealth of Pennsylvania, County of \_\_\_\_\_

On this, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ before me \_\_\_\_\_,  
(Notary)

the undersigned personally appeared \_\_\_\_\_, known to me (or satisfactorily proven)  
(Signatory)

to be the person whose name subscribed to the within instrument, and acknowledged that he/she executed the same for the purpose herein contained.

In Witness whereof, I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public