

Federal Tax ID # Ein \_\_\_\_\_

\*Required for all Non-Residential Permits

Tax Parcel # 22- \_\_\_\_\_

Permit # \_\_\_\_\_

Zoning Fee \$ \_\_\_\_\_

Building Fee \$ \_\_\_\_\_

**Sign Permit Application**

Address of Construction Site: \_\_\_\_\_

Property Owner: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Tenant: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Sign Contractor: \_\_\_\_\_

Street Address: \_\_\_\_\_ License # \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

1.) **Type of Sign:** WALL FREE STANDING (circle one)

**WALL AREA** (Dimensions of front wall area including window and door areas)

\_\_\_\_\_ Feet wide x \_\_\_\_\_ feet high = \_\_\_\_\_ square feet

**FREE STANDING GROUND, POST, OR PYLON SIGN:**

Frontage on road \_\_\_\_\_ feet

Distance of bottom of sign above the road centerline is \_\_\_\_\_ feet.

Distance of top of sign from ground level is \_\_\_\_\_ feet.

Distance of sign from edge of improved road or curb \_\_\_\_\_ feet.

Distance of sign from legal right of way \_\_\_\_\_ feet

Distance of sign from side of nearest street or driveway is \_\_\_\_\_ feet.

Distance of sign from property line \_\_\_\_\_ feet.

2.) **SIZE OF SIGN**

Outside dimension (greatest height by greatest length exclusive of any supporting structure which is not illuminated not in the form of a symbol and contains no advertising copy) :

\_\_\_\_\_ Feet high x \_\_\_\_\_ feet long = \_\_\_\_\_ % of wall area

Estimated cost (includes construction of new sign and all labor materials going into proposed work on the site): \$ \_\_\_\_\_

**3.) ELECTIRCAL SIGNS:**

Is the sign Electrical? \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ EXISTING ELECTRIC  
\*\*\*If the sign contains any electric (even existing), an electrical permit is required\*\*\*

Will the sign proposed be flashing to scintillating type or be operated by interrupted current? \_\_\_\_\_ YES \_\_\_\_\_ NO

Will the proposed sign rotate or move in any manner? \_\_\_\_\_ YES \_\_\_\_\_ NO

**4.) MESSAGE ON PROPOSED SIGN:**

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**5.) IS THIS APPLICATION FOR A FACE CHANGE OF THE SIGN ONLY?**  
\_\_\_\_\_ YES \_\_\_\_\_ NO

**6.) ARE YOU REMOVING THE EXISTING SIGN?**  
\_\_\_\_\_ YES \_\_\_\_\_ NO

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**EXISTING SIGN PF ALL TYPES ON PROPERTY**

# of wall signs other than proposed: \_\_\_\_\_

Please show on wall plan

# of free-standing signs other than proposed: \_\_\_\_\_

Please shot on plot plan

**\*\*INSTRUCTIONS TO APPLICANTS\*\***

This application must be signed by the owner of the property on which the sign is to be erected by the contractor who will be responsible for its installation, by owner of the sign itself, and by any tenant to whom the property or sing is rented or leased. Two (2) copies of detailed constructions plans (signed and sealed for commercial) and two (2) plot plans must accompany the application. The plot plan must show all lot dimensions, street right of way, widths, locations and sizes of all existing structures on the lot, location of existing signs keyed by number to list above, and proposed location(s) of new sign in relation to building and all property lines.

I hereby certify that the information contained in this application is true and correct to the best of my knowledge, and that all work will be performed in conformance with the township.

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**SIGNATURE OF SIGN CONTRACTOR**

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**DATE**

I hereby certify that the information contained in this application is true and correct to the best of my knowledge, that the erection of the proposed sign has my approval and that I will abide by all lawful Township regulations relating to signs including those with respect to their removal and annual registration.

\_\_\_\_\_  
**SIGNATURE OF OWNER OF PROPERTY**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SIGNATURE OF LESSOR OR TENANT**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SIGNATURE OF OWNER OF SIGN**

\_\_\_\_\_  
**DATE**

**“CONTACT PERSON”** \*\*Who can we contact for additional information if needed\*\* **Please Print**

\_\_\_\_\_  
**NAME**

\_\_\_\_\_  
**ADDRESS**

\_\_\_\_\_  
**CITY, STATE, ZIP**

\_\_\_\_\_  
**PHONE #**

\_\_\_\_\_  
**\*\*\*\*EMAIL ADDRESS\*\*\*\***

**THE ABOVE APPLICATION HAS BEEN APPROVED FOR COMPLIANCE WITH**

**ZONING:** \_\_\_\_\_  
**(ZONING DIRECTOR)**

**APPROVED DATE:** \_\_\_\_\_

**BUILDING:** \_\_\_\_\_  
**(BUILDING CODE OFFICIAL)**

**APPROVED DATE:** \_\_\_\_\_