CITY OF COATESVILLE PENNSYLVANIA

SIGN PERMIT APPLICATION

Project Address _____
Owner's Name_____
Owner's Address _____
Contractors Name _____ Contractor's Phone_____
Contractors Address _____ Contractor's License_____
Contact Person _____Phone Number_____
Project Valuation_____

TO BE COMPLETED BY APPLICANT SIGN STYLE:

☐ Wall Sign ☐ Freestanding Sign ☐ Roof Sign ☐ Projecting Sign
☐ Painted Wall ☐ Outdoor Advertising Sign ☐ Under Marquee Sign

_____ Temporary Banners…..Install Date _____ Remove Date _____
_____ Temporary Sign……Install Date _____ Remove Date _____

PERMIT IS REQUESTED FOR THE PRPOSE OF:

☐ Erect New Sign
☐ Relocate Sign on Site
☐ Alter, Enlarge, or change sign face
☐ Paint
☐ Remove for Repair

DIMENSIONS & LIGHTING:

Total Height (Ground to Top of Sign) _____
Sign Length (Width) ---------- _____
Sign Height ---------- _____
Area of Sign in sq ft ---------- _____
Electrical permit required ---------- _____

Existing Signs: Are there any other existing signs at this location? ☐ Yes ☐ No (if yes, complete table below)

	Number if Signs	Size in SQ Ft	Type of Signs
List all existing signs for your business, firm, ext.,			

I agree to perform the above described work according to the attached plans and specification, and all applicable city of Coatesville codes. I hereby certify that all the information hereon is true, to the best of my knowledge.

Name (Print) _____

Signature _____

Date _____

To be completed by codes department (Do Not Write Below This Line):

Zone District _____ Variance required ☐ Yes ☐ No Variance# _____ Granted Date _____

Check $ _____ Cash $ _____ Total Fee $ _____

Check # _____ Credit $ _____ Billed $ _____ Total Pmt $ _____

Rec'd _____ By _____ Approved _____ By _____

Codes Department 1 City Hall Place, Coatesville, PA 19320 Phone: (610) 384-0300 Fax: (610) 384-6051

SIGN PERMIT SUBMITTAL GUIDELINES

This guide has been compiled to assist individuals with completing the requirements for the submission of construction documents for the building permit application. Please Note: Zoning approval is required for all signs prior to submitting for a building permit.

FOR ALL SIGNS:

1. Submit three sets of drawings which accurately depict the sign to be installed. Dimensions of the overall sign area and all lettering/information to be on the sign must be indicated.

2. The drawings shall clearly indicate the proposed location of all signs on the property, and distance to right-of ways, easements, and/or sight triangles.

3. The drawings shall indicate the dimensions, material and details of construction, including loads, stresses and anchors. The wind loads and working stresses are required to conform to the requirements of the International Building Code, Chapter 16. The anchorage is required to be able to support the loads applied.

4. The drawings shall indicate the type of sign (ground sign, roof sign, wall sign, projecting sign, marquee sign, or portable sign) for installation.

5. Drawings shall be sealed and signed by a PA licensed Registered Architect or Professional Engineer. The professional designer shall indicate the required construction method in accordance with the International Building Code to deal with the signs wind loading, working stresses, anchorage & support.

GROUND SIGNS:

1. The drawings shall include footing and foundation details designed in accordance with the International Building Code in effect in Pennsylvania at the time of application.

INTERNALY ILLUMINATED SIGNS:

1. All electric signs are required to be U/L Listed. This means they must be constructed in a U/L listed sign manufacturing facility or field inspected and labeled by Underwriters Laboratories, Inc.

2. The U/L label must be visible after the sign is installed.

3. The sign is required to be marked with the manufacture's name, trademark or other means of identification; input voltage and current rating.

4. The drawings shall indicate that the sign is U/L listed and the wiring type and/or conduit type and size.

5. The drawings shall indicate a minimum 20 amperes dedicated branch circuit for each sign. If the sign is incandescent or fluorescent the branch circuit shall be rated not to exceed 20 amperes.

6. The drawings shall indicate an externally operable weather proof switch or circuit breaker that opens all ungrounded conductors within sight of the sign. If the disconnect needs to be mounted out of line sight, disconnect shall be capable of being locked in the open position.

7. The drawings shall indicate the location and accessible access to the ballast, transformers, and electronic power supplies. They shall be located as near to the lamps as possible. A working clearance at least 30 inches high, by 36 inches wide, by 36 inches deep shall be provided.

8. Ballast, transformers, and electronic power supplies shall be permitted in attics or soffit locations, provided there is an access door at least 36 inches, by 22.5 inches and a passageway of at least 36 inches high, by 24 inches wide with a suitable permanent walkway at least 12 inches wide.

9. Ballast, transformers, and electronic power supplies located above suspended ceilings shall have their enclosures securely fastened in place. The power supplies shall not be connected to the branch circuit by flexible cord.

10. The drawings shall indicate the bonding of all metal parts together and to the associated transformer or power-supply equipment grounding conductor of the branch circuit feeding the sign. Metal building parts are not permitted to be used as a means for bonding metal parts and equipment of signs. The bonding conductor shall be copper, not smaller than 14 AWG, and protected from physical damage.