

SIGN PERMIT INSTRUCTIONS/CHECKLIST

WE WILL BE HAPPY TO PREVIEW A SIGN PERMIT APPLICATION TO BE SURE ALL IS COMPLETE. PLEASE EMAIL COLLEEN RANIERI AT CRANIERI@CONCORDTOWNSHIP.ORG. DETAILS MUST BE IN COLOR. SIGN PERMIT APPLICATIONS CAN BE SUBMITTED EITHER VIA EMAIL OR IN PERSON BUT **AN APPOINTMENT IS REQUIRED – WALK INS ARE NOT ACCEPTED!**

THE FOLLOWING INSTRUCTIONS MUST BE REVIEWED, CHECKED OFF AND RETURNED WITH EACH SIGN PERMIT APPLICATION!

[] 1. SIGN CONTRACTORS MUST HAVE A CURRENT REGISTRATION WITH CONCORD TOWNSHIP.

- *NOTE: IF SIGN CONTRACTOR HAS PREVIOUSLY BEEN REGISTERED WITH THE TOWNSHIP, JUST RENEW LICENSE – NO FORMS NEEDED. FEE IS \$100.00 PAYABLE TO CONCORD TOWNSHIP. BE SURE TO INCLUDE A CURRENT CERTIFICATE OF LIABILITY INSURANCE LISTING THE TOWNSHIP AS CERTIFICATE HOLDER AND “ADDITIONALLY INSURED”.*

[] 2. TWO (2) SETS OF SIGN DETAILS. YOU MUST DRAW A RECTANGLE AROUND ENTIRE SIGN (INCLUDING LOGOS). NOTE MEASUREMENTS (**WIDTH X LENGTH**), AS WELL AS **TOTAL SQUARE FOOTAGE**.

[] 3. ATTACHED SIGNS:

a. TWO (2) SETS OF PHOTOS OF EXISTING BUILDING. YOU MUST PROVIDE MEASUREMENT OF THE TENANT SPACE OF EACH SIDE OF BUILDING WHERE A SIGN IS TO BE INSTALLED.

- *NOTE: ON FRONT OF BUILDING YOU ARE PERMITTED A MAXIMUM OF ONE SQUARE FOOT OF SIGNAGE FOR EACH LINEAR FOOT OF TENANT SPACE (1:1)*
- *SIDE AND REAR SIGNS ARE PERMITTED ONE HALF (50 %) OF LINEAR FOOTAGE OF SIDE OR REAR TENANT SPACE.*

b. ATTACHMENT DETAILS MUST BE INCLUDED ON THE DRAWINGS

[] 4. FREESTANDING SIGNS:

- a. **TWO (2) COPIES OF SITE PLAN** INDICATING WHERE SIGNAGE WILL BE LOCATED ON THE PROPERTY, SITE ELEVATIONS MUST BE INCLUDED ON THIS PLAN.
- b. **TWO (2) COPIES OF CROSS SECTION OF FOUNDATION DETAIL.** THE FOUNDATION DETAILS MUST BE SEALED, DATED & SIGNED BY A PENNSYLVANIA PROFESSIONAL.
- *NOTE: AN ADDITIONAL FEE OF \$100.00 WILL BE ADDED TO THE PERMIT FEE FOR A FOUNDATION INSPECTION.)*

[] 5. SIGNED CONTRACT BETWEEN YOU AND THE CUSTOMER, WHICH HAS THE COST OF EACH SIGN INDIVIDUALLY (MANUFACTURING & INSTALLATION), AS SIGN PERMIT FEE IS BASED ON COST OF SIGN.

[] 6. APPROVAL FROM OWNER/LANDLORD (EACH PAGE OF SIGN DRAWINGS AS WELL AS SITE PLAN MUST INCLUDE: LANDLORD’S SIGNATURE, DATE AND NEED TO WRITE “LANDLORD APPROVED”).

[] 7. SEPARATE ELECTRICAL PERMIT APPLICATION IS ALSO REQUIRED FOR ALL SIGNS THAT ARE ILLUMINATED. ONLY A REGISTERED MASTER ELECTRICIAN CAN COMPLETE THE ELECTRICAL PERMIT.