

SIGN PERMIT INSTRUCTIONS/CHECKLIST

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 BULDING 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

[] 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.

IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CONTACT SUSAN FOX AT 610-459-8911, EXT. #127 OR VIA E-MAIL AT SFOX@CONCORDTOWNSHIP.ORG.