



SIGN PLAN REQUIREMENTS

The following information shall be the minimum required information on all plans submitted for sign construction.

1. Site Plan – show property lines, setbacks, utilities, right-of ways, easements and grades/contours
2. Permit Applications with Workman’s Compensation Affidavit and Liability Insurance.
3. Contractor’s Information – PA registration number, name, address and phone number.
4. Construction Documents – plans, specifications, details, profiles and special inspections.
5. Identification markings.
6. Type, size, height and material.
7. Wind Load Calculations.
8. Working Stresses – ropes, cables, guy wires, chains, steel, wood, etc...
9. Footings, Bracing, Bearing Plates, Anchorage and Attachments.
10. Electrical Layout (Inspections are needed).

SIGNS SHALL COMPLY WITH REQUIREMENTS OF THE INTERNATIONAL BUILDING CODE, APPENDIX H

Signs exempt from permits

1. Painted non-illuminated signs.
2. Temporary signs announcing the sales or rent of a property.
3. Signs erected by transportation authorities.
4. Projecting signs not exceeding 2.5 square feet.
5. The changing of moveable parts of an approved sign that is designated for such changes, or the repairing or repositioning of display matter shall not be deemed an alteration.

DEPARTMENT OF BUILDING & LIFE SAFETY

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