

A full service provider of
Pennsylvania Uniform Construction Code (UCC) services.

Uniform Construction Code

**Application Package
SIGN PERMIT**

Delaware Township

LOCAL LIGHT-HEIGEL OFFICE CONTACT INFORMATION:

**Light-Heigel & Associates, Inc.
135 Walter Drive Suite 3
Lewisburg Pa 17837
Attn: Building Codes
Phone: (570) 524-7742
Fax: (570) 524-7746**

FOR ADDITIONAL INFORMATION:

Website: www.light-heigel.com
E-mail: Permits@light-heigel.com

SIGN PERMIT

Application Requirements

A permit must be obtained prior to the erection of any sign (except for those signs exempted from permits in the *International Building Code*).

Note, however, that a separate application will not be required for a sign or signs which will be erected as part of construction covered by another application, as long as the plans submitted with that application provide sufficient basis for determining compliance with the *International Building Code*.

All signs requiring a UCC permit must comply with the requirements of the *International Building Code*.

Any person desiring to erect a sign must submit:

- **A completed APPLICATION FOR SIGN PERMIT.**
- **Two (2) copies of a construction plan detailing the information requested on the application form.**
- **Two (2) copies of a site plan showing the size and location of the new construction, with accurate boundary lines, distances from lot lines, and the established street grades and proposed finish grades.**
- **A fee of the amount calculated below**

Alterations Small Projects Fee Schedule

Base Permit Fee = \$500.00

Government Surcharge + \$4.50

Total Permit Fee = \$504.50

TOTAL PERMIT FEE = _____

Check made payable to: *LIGHT-HEIGEL & ASSOCIATES, INC.*

FOR OFFICE USE ONLY:

CHECK # _____ RECEIVED ON _____ BY _____

MUNICIPAL FEE = No fee required.

Make additional check made payable to the Municipality: *Delaware Township*

FOR OFFICE USE ONLY:

CHECK # _____ RECEIVED ON _____ BY _____

Uniform Construction Code (UCC)
APPLICATION FOR SIGN PERMIT

Sign Type

☐ Ground Sign ☐ Marquee Sign ☐ Pole Sign ☐ Projecting Sign ☐ Roof Sign
☐ Wall Sign ☐ Combination Sign

Proposed Sign Information
(Political Subdivision & County names are required.)

Location of Sign

Street # and Name _____

City _____ Zip Code _____ Tax Parcel ID # _____

Political Subdivision _____ County _____

Owner's Name: _____

Does municipality have zoning ordinance? ☐ Yes ☐ No
Has permit been obtained? Yes No Date obtained _____

Minimum setbacks required by ordinance (ft):

Front _____ Rear _____ Right side _____ Left side _____

Sign dimensions: _____ (height) X _____ (width) = _____ (sq. ft.)

Sign material(s):

Method of attachment:

Illumination: ☐ None ☐ Electrical ☐ Incandescent ☐ Fluorescent ☐ Neon

Plan Requirements

Three copies of detailed plans and specifications for the proposed sign must accompany this application. These must be drawn to scale on pages which are at least 18" x 24" and sealed by a licensed architect or engineer.

These plans must detail:

The dimensions of the sign and any supporting members.

If roof sign, the height from the roof level to lowest part of sign and height from roof surface to the top of the sign.

If ground sign, the height from ground level to the top of sign.

If a wall sign, the dimensions of the wall surface of the building to which it will be attached and the location where sign will be attached.

If a free-standing sign, the setbacks from property lines, buildings, driveways and edge of improved road or curb (shown on a plot plan).

The materials, finish, and the construction including loads (wind & seismic), stresses, anchorage, any illumination, and the fail-safe provisions for animated devices (if any).

Other pertinent engineering or construction data.

**Owner/
Applicant
Information**

**If applicant is someone other than owner, list owner information, too:
Applicant (if other than owner):**

Name (typed or printed)

Name (typed or printed)

Phone Number

Phone Number

Mailing Address:

Mailing Address:

