

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

---

*Uniform Construction Code*

**Application Package  
SIGN PERMIT**

**Monroe 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](http://www.light-heigel.com)

**E-mail:** [Permits@light-heigel.com](mailto: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 \_\_\_\_\_

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:  
\_\_\_\_\_  
\_\_\_\_\_