



Chambersburg Office: 380 Wayne Ave. Chambersburg, PA 17201 **Phone:** 717 496-4996
Bedford Office: 125 S. Richard Street, Suite 102, Bedford, PA 15522 **Phone:** 814 310-2326
Somerset Office: 318 Georgian Place, Somerset, PA 15501 **Phone:** 814 444-6112
Email: pmca@pacodealliance.com **Website:** <http://pacodealliance.com/>

Requirement checklist to obtain a building permit for a:

COMMERCIAL SIGN

- Completed 3 page Commercial Application (needs to be legible and signed)
 - Land Use Permit (signed/approved by the Municipality)
 - 2 sets of drawings (drawings must be signed and sealed by architect/engineer)
 - 2 copies of site plans (include all existing structures, proposed structure and their distances to all lot lines)
 - Copy of the Contractors Certificate of Liability Insurance if contracting out the work
OR
If doing the work yourself submit a signed Workers Compensation Certificate of Liability
 - Driving directions from a known landmark or intersection
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- ✓ After submitting all required documents your application will be reviewed.
 - ✓ PMCA will contact you to let you know if your application has been approved or denied.
 - ✓ When the project is approved you will be notified the Building Permit is ready. Prior to obtaining the building permit all charges (i.e. administrative, inspections fees) must be paid.
 - ✓ Be advised additional fees may be applied, throughout the project, for failed or missed inspections.



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SIGN APPLICATION

FILE NO.: _____

SUBMITTALS REQUIRED:

- Detailed letter by applicant explaining the sign application.
- Scaled site plan showing all structures and the items noted below:
 1. Number each sign (both existing and proposed) and note the exact location on the site plan.
 2. Provide the dimension from each sign to front property line and the closest side property line.
 3. Before a permit can be issued a complete plot plan must be submitted showing the location of the proposed sign, nearby utilities, rights of way, adjacent buildings, etc. Included with the plot plan must be a certification from a Pennsylvania Registered Design Professional that the sign meets the requirements of the International Building Code including a statement that the sign will be constructed to withstand the design wind speed for the area it is to be located.
- Scaled and dimensioned **sign elevations** of any proposed signs.
 Provide structural drawings showing foundation detail, construction detail, and attachments. Drawings must be detailed enough to determine construction materials and methods. The design must show that the sign will comply with all design requirements of the International Building Code. Most designs are required by the Pennsylvania uniform Construction Code (under 403.42a(c)) to be prepared by a registered design professional (Architect or Engineer).
- Scaled and dimensioned **building elevations** of any walls where signs will be placed.
- Pennsylvania One Call System, Inc. Registration - Call Ten Days for design, Three Working Days Before You Dig - 1-800-242-1776 - It's the Law!

ATTACH ADDITIONAL SHEETS IF NECESSARY

SITE INFORMATION:

Site Address: _____ Zoning: _____
 Tax Parcel Number: _____ Total Acres: _____
 PA One Call #: _____

OWNER:

Name: _____
 Address: _____
 City: _____ State: ____ Zip: _____
 Telephone: _____ Fax: _____

APPLICANT:

Company Name: _____
 Address: _____
 City: _____ State: ____ Zip: _____
 Telephone: _____ Fax: _____
 Contact Person: _____
 Email: _____

I hereby certify that I am the owner of record of this property or that the proposed work is authorized by the owner of record and that I have been authorized by the owner of record to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit. I hereby certify that information on this form is correct to the best of my knowledge.

 Signature: (Owner) Date

 Signature: (Applicant) Date

EXISTING AND PROPOSED SIGN INFORMATION:

SIGN # 1

Off premise _____ On premise _____ U.L. # _____
 Existing Proposed Temporary Permanent

Type of Sign:

- | | | |
|--|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Freestanding | <input type="checkbox"/> Marquee | <input type="checkbox"/> Combination |
| <input type="checkbox"/> Wall | <input type="checkbox"/> Roof | |
| <input type="checkbox"/> Ground Monument | <input type="checkbox"/> Projecting | |

HAGL (Height above Grade Line) _____
Sign Dimensions: Length _____ Width _____ Square Feet _____
Percentage of sign area that is animated: _____
Type of Illumination: _____
Cost of Construction: \$: _____

SIGN # 2

Off premise _____ On premise _____ U.L. # _____
 Existing Proposed Temporary Permanent

Type of Sign:

- | | | |
|--|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Freestanding | <input type="checkbox"/> Marquee | <input type="checkbox"/> Combination |
| <input type="checkbox"/> Wall | <input type="checkbox"/> Roof | |
| <input type="checkbox"/> Ground Monument | <input type="checkbox"/> Projecting | |

HAGL (Height above Grade Line) _____
Sign Dimensions: Length _____ Width _____ Square Feet _____
Percentage of sign area that is animated: _____
Type of Illumination: _____
Cost of Construction: \$: _____

SIGN # 3

Off premise _____ On premise _____ U.L. # _____
 Existing Proposed Temporary Permanent

Type of Sign:

- | | | |
|--|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Freestanding | <input type="checkbox"/> Marquee | <input type="checkbox"/> Combination |
| <input type="checkbox"/> Wall | <input type="checkbox"/> Roof | |
| <input type="checkbox"/> Ground Monument | <input type="checkbox"/> Projecting | |

HAGL (Height above Grade Line) _____
Sign Dimensions: Length _____ Width _____ Square Feet _____
Percentage of sign area that is animated: _____
Type of Illumination: _____
Cost of Construction: \$: _____

DIRECTIONS TO THE SITE LOCATION

Please give directions to the work site from a known landmark and/or intersection. Use a directional drawing also in the space provided below if that would assist.

Applicant: _____ Phone: _____

Site Street Address: _____

Directions: _____

Use this space if needed to further clarify the site location:

Please Note: Inspectors cannot inspect what they cannot find, Be certain the directions are clear. Use Road or Street names, distances between turn offs, and the direction of that travel (North South East or West). Landmarks are very helpful.

When applying for a building permit you need the following:

- Fill out the appropriate application answering all question applicable to your job. Application must be legible and signed. (2 copies)
 - A Site Plan showing the location of the existing improvements/structures on your property and approx. distances to all property lines, well, septic system, driveway, etc. Also show the location of the proposed construction. (2 copies)
 - Drawings showing details of the construction you want to do. (2 copies)
 - If you are doing the work please fill out the Workers Comp Cert of Liability OR if you will be contracting out the work PMCA needs a copy of the contractor's certificate of liability insurance.
 - A copy of the signed Land Use Permit from the Municipality (Borough or Township)
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After Building Permit Application is submitted:

- After submitting all required documents your application will be reviewed.
 - PMCA will contact you with an approval or denial.
 - If approved, your permit will be issued and the inspection & administrative fees are due when you pick up the permit. You will also obtain a copy of your original application and stamped set of plans.
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After the Building Permit is issued:

- The Building Permit placard and municipal placard are to be visible on site at all times during the construction process.
- To schedule and inspection call the office where your permit was submitted to schedule an inspection. Be prepared to have your Permit Number, address and type of inspection you are requesting. If you call on a work day and provide all the needed information prior to 3:00 p.m. every effort is made to schedule the inspection for the following work day.
- The copy of your application and approved plans are to remain on site when the building inspectors come for inspections. Be advised: we cannot inspect if these are not on site and you may incur additional costs due to extra trip(s) by the inspector.

✓ Checklist for the Site Plan to be provided with the Building Application

1. Site plans are essential and must be clearly legible and reproducible regardless of the reason for requesting the permit.
2. Use an 8 ½" X 11" sheet of paper at minimum.
3. After locating all the structures on your property show distances in feet to the lot lines and between the structures.

Provide dimensions of the property getting the proposed improvement

- Drawing of approx. property layout (Can use hand drawing, photocopy of survey, etc.)
- Acreage (Refer to deed or survey drawing)
- Approx. boundary dimensions (Can be from the deed, field measurement, or a survey drawing)
- Parcel Number (Not mandatory – obtained from deed or property tax notice)

Existing Buildings / Structures with Corresponding Dimensions

- Houses
- Sheds
- Barns
- Swimming Pools
- Deck / Patios
- Other buildings or structures on the property
- Location of on lot well and septic IF applicable

Proposed Improvement(s)

- Proposed Structure Dimensions (House, Shed, Barn, Addition, Deck, etc.)
- Location of Proposed Driveway and Sidewalk

SAMPLE SITE PLAN ►

