Application for Sign Permit

1. Property information

Street Address where sign will be erected

Property Owner	Mailing Address	Phone

2. Application information

Sign Owner	Mailing Address	Phone
Contractor	Mailing Address	Phone

3. Sign characteristics

Type of sign(s): ☐ Wall sign ☐ Free Standing ☐ Other

☐ Wood ☐ Metal ☐ Other

4. Signage dimensions and locations

WALL SIGNS:	Building frontage	Number of signs	Sign Area
North elevation:			
East elevation:			
South elevation:			
West elevation:			

FREESTANDING SIGNS:	Number of Signs:	Sign Area/face:	Number of faces

5. Project documents to be submitted

☐ Yes ☐ No   Diagram of sign including dimensions (required for all signs)

☐ Yes ☐ No   Site diagram showing locations of sign(s) on site (required for all freestanding signs)

☐ Yes ☐ No   Engineering calculations

6. Worker's Compensation Insurance (check one)

☐ Current Certificate of Insurance on file with the Public Works Department

☐ Sworn affidavit on file with the Public Works Department

7. Other permits applied for

☐ Electrical permit   Date submitted:

☐ Building permit   Date submitted:

8. Certification

I hereby certify that all information given is correct and that all pertinent Borough Ordinances will be complied with in performing the work for which this permit was issued.

Signature	Date

For Department Use Only

Code Enforcement Officer		
Permit #	Date Issued	Permit Fee