BOROUGH OF CARLISLE
SIGN PERMIT APPLICATION

Sustainable Community &
Economic Planning
53 W South Street · Carlisle, PA 17013
717-240-6930

Permit fee: $50, due at the time of submittal.

1. PROPERTY INFORMATION

Street Address Where Sign Will Be Erected		
Property Owner	**Owner Mailing Address**	**Owner Phone**

2. APPLICANT INFORMATION

Sign Owner	Sign Owner Mailing Address	Sign Owner Phone
Contractor	**Contractor Mailing Address**	**Contractor Phone**

3. SIGN CHARACTERISTICS

Sign type: ☐ Wall sign ☐ Freestanding ☐ Other: _____
Material: ☐ Wood ☐ Metal ☐ Other: _____

4. SIGN DIMENSIONS, LOCATIONS AND MESSAGE

Wall Sign Location	Number of Signs	Sign Area Dimensions (L x W)
Front elevation		
Rear elevation		
Side elevation		
Text That Will Appear on the Sign		

Freestanding: Number of Signs	Sign Area / Dimensions per 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 sign locations (required for all freestanding signs)
☐ Yes ☐ No Engineering calculations

6. WORKERS' 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 No.	Date Issued	Permit Fee