

EAST LAMPETER TOWNSHIP

2205 Old Philadelphia Pike, Lancaster, PA 17602

Phone: (717) 393-1567 * Fax: (717) 393-4609

SIGN PERMIT APPLICATION

PERMIT NUMBER: _____ DATE: _____ ZONING DISTRICT: _____

PROPERTY OWNER'S NAME		PHONE NO.	<p>"I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as an authorized agent and I agree to conform to all East Lampeter Township Ordinances as well as all statutes and regulations of the Commonwealth of Pennsylvania, including compliance with and assuring compliance by all contractors and sub-contractors with the Pennsylvania Workers' Compensation Reform Act of 1993."</p>
ADDRESS (NO PO BOXES)			
CITY	STATE	ZIP CODE	
CONTRACTOR'S NAME		PHONE NO. FAX NO.	
ADDRESS (NO PO BOXES)			
CITY	STATE	ZIP CODE	
PROJECT CONTACT PERSON NAME & PHONE NUMBER			Signature of Property Owner or Authorized Agent (Permit Applicant)
TENANT'S NAME (IF DIFFERENT THAN PROPERTY OWNER)		PHONE NO.	
PROJECT LOCATION (NO LOT #'S)			Printed Name of Property Owner/Authorized Agent (Permit Applicant)



- ☐ Freestanding Sign, No Electric
☐ Freestanding Sign, Electric
☐ Center Identification Sign

- ☐ Attached Building Sign, No Electric
☐ Attached Building Sign, Electric
☐ In-Home Business Sign

Total Sign Area: _____ Square Feet

Distance from grade to top of sign: _____ Feet

Cost of sign and installation:\$ _____

If indirect lighting is to be utilized, are electric light circuits existing? ☐ Yes ☐ No

SIGN PERMIT CONDITIONS

Failure to comply with all Township rules, regulations, codes and ordinances may result in revocation of this permit, and subject the applicant to prosecution.

* Permit Applicant or responsible party must have possession of the sign permit before the start of the sign installation work and before the scheduling of any required inspection.

* Permit Applicant is responsible for scheduling all required inspections, for example, footing for freestanding signs prior to the placement of concrete, underground electrical wiring/conduit prior to back fill, electrical final and sign final.

* Permit Applicant is responsible for providing access (ladder or bucket truck) to Township Code Officials for the purpose of inspection.

* Electrical signs shall not be energized until the branch circuit feeding the sign and all electrical sign components are inspected and approved by Township Code Official.

* All electrical signs shall be UL listed. Approved plans and specifications must be available at the job site at the time of inspection.

* All work must be performed in accordance with the Township approved plans, manufacturer's installation instructions, and UL and National Electrical Code requirements.

* All work shall be completed, inspected and approved within one (1) year of the permit issuance date.

BELOW FOR TOWNSHIP USE ONLY

ISSUING OFFICER _____

FEE PAID \$ _____ ☐ CASH ☐ CHECK NO. _____

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Sign Permit Application Submittal Guide

The following guidelines are intended to inform customers of the sign regulations and assist them in the permit process in regards to sign installations.

- East Lampeter Township Zoning Ordinance 1990
- 2003 International Building Code Appendix H
- 2002 National Electrical Code

The permit applicant must submit a Sign Permit Application, the applicable fee and the required plans and information for **each** sign intended to be installed.

Permit Application

The first step in acquiring a sign permit is to fill out a Sign Permit Application. It is important to fill out all applicable areas of the permit application. A signature in the upper right-hand box of the application is also required. Sign permit applications may be signed by either the property owner or authorized agent (permit applicant).

Additional Required Information (Plan Submittal)

In addition to the completed and signed permit application and appropriate fee, the following information must also be submitted for each:

1. Building Sign – Non Electric or Electric

- Two (3) sets of elevation drawings clearly indicating the size of the façade and the size of the sign. For multi-tenant buildings, only the size or area of the tenant space need to be shown for determining the individual tenant sign requirements.

Building Signs continued:

- ***If the sign is electric*** – Sign drawing must include electrical schematics. **The disconnect location must be indicated on the electrical schematics.** In addition, all electrical signs must be installed in accordance with the manufacturer's installation, instructions. Therefore, two (3) copies of the manufacturer's instructions and information must also be submitted.
- Building signs may be:
 - Installed parallel to and attached to the face of the building and shall project no more than 18 inches over public sidewalk;
 - Installed perpendicular to and attached to the face of the building shall not project more than 4 feet from the face of the building; or
 - Building signs may not project above the roofline or top of a parapet.
 - Total surface area of signs on any building façade may not exceed 1.50 square feet per lineal foot of façade.
 - Individual tenants within a building are limited to 1.50 square feet of signage per lineal foot of façade for the occupied tenant space.
 - Sign area shall not exceed two hundred (200) square feet for an occupied tenant space.
 - Design style for all street address numbers and letters are subject to approval by the Code Official. The style as indicated on drawings for review and approval must represent the final product.
 - All electric signs must be UL listed and labeled and inspected and approved by an East Lampeter Township electrical official/inspector prior to energizing the sign circuit. Sign applicant and/or sign contractor must provide the East Lampeter Township Electrical Code Official/Inspector access to all electrical, wiring, equipment and devices associated with the sign.

2. Freestanding Sign – Non-Electric or Electric

- Two (3) sets of drawings of the sign, either drawn to scale or clearly dimensioned, which indicate all materials and construction details.
- ***If the sign is electric*** - Sign drawing must include electrical schematics. The disconnect location must be indicated on the electrical schematics. In addition, all electrical signs must be installed in accordance with the manufacturer's installation, instructions. Therefore, two (3) copies of the manufacturer's instructions and information must also be submitted.
- Property street numbers must be placed on all freestanding signs and be displayed at least 5 feet above finished grade. Street numbers must be approved by the Code Official and included on the submitted drawings.

Freestanding Signs continued:

- Street numbers must be of a size and design, which are easily identifiable and legible from moving traffic in the street at a distance of 100' (3" high numerals with 3/4" stroke).
- Style as indicated on submitted drawings must represent the final product. The Code Official will approve the design style for all street numbers.
- Two (3) copies of a detailed site plan must be submitted for all freestanding signs. The site plan must clearly indicate the property lines and all right-of-way and easement lines on the property. The location of the sign must be clearly indicated on the site plan.
 - Applications for freestanding signs in excess of 20 square feet shall be submitted with calculations from a registered architect or professional engineer recognized by the State of Pennsylvania. These calculations must indicate compliance with the applicable wind and structural load requirements of the 2003 International Building Code.
 - All electric signs must be UL listed and labeled and inspected and approved by an East Lampeter Township Code Official or designated representative prior to energizing the sign circuit.
 - Sign applicant and/or sign contractor must provide access (approved ladder or boom truck) to the East Lampeter Township Electrical Code Official or designated representative in order to inspect all electrical wiring, equipment and devices associated with the sign.

- **In Home Business Signs**

- Two (3) sets of drawings of the sign, either drawn to scale or clearly dimensioned.
 - In home business signs may not be larger than two (2) square feet in total area.
 - The style indicated on the drawings submitted for review must represent the final product.
 - The design style for all street address numbers is subject to approval by the Code Official and Zoning Official.
- Only two (2) in-home business signs per property are permitted (only one freestanding).

ASSOCIATED BUILDING INSPECTIONS, INC.

Building, Fire, Electrical, Mechanical, Plumbing
Code Administration, Enforcement and Consulting Service
P.O. Box 423, Ephrata, PA 17522-0423

ELECTRIC SIGN INSPECTION PROCESS

- All signs and sign components shall be UL listed.
- The inspection will be a two part process.
- The initial inspection will require the sign to be open and accessible at ground level for the inspector to review all sign components.
- Notify your inspector a minimum of 24-48 hours prior to inspection.
- A minimum 20 ampere branch circuit shall be provided for all new signage.
- All sign installations shall conform to Article 600 of the National Electrical Code.

- **Disconnects:**

Each sign and outline lighting system, or feeder circuit or branch circuit supplying a sign or outline lighting system, shall be controlled by an externally operable switch or circuit breaker that will open all ungrounded conductors. Signs and outline lighting systems located within fountains shall have the disconnect located in accordance with Section 680-12.

Exception No. 1: A disconnecting means shall not be required for an exit directional sign located within a building.

Exception No. 2: A disconnecting means shall not be required for cord-connected signs with an attachment plug.

- (a) Location. The disconnecting means shall be within sight of the sign or outline lighting system that it controls. Where the disconnecting means is out of the line of sight from any section that may be energized, the disconnecting means shall be capable of being locked in the open position. Signs or outline lighting systems shall be permitted to have a disconnecting means located within sight of the controller or in the same enclosure with the controller. The disconnecting means shall disconnect the sign or outline lighting system and the controller from all ungrounded supply conductors. It shall be designed so that no pole can be operated independently and it shall be capable of being locked in the open position.
- (b) Control Switch Rating. Switches, flashers, and similar devices controlling transformers and electronic power supplies shall be rated for controlling inductive loads or have a current rating not less than twice the current rating of the transformer.

Notes: _____

Workers Compensation Insurance Coverage Information
(Attach to Zoning and/or Building Permit Application)

A. The applicant is:

A contractor within the meaning of the Pennsylvania Workers Compensation Law

☐ Yes ☐ No

If the answer is "**YES**" complete Section **B** below as appropriate.

B. Insurance Information:

Name of applicant _____

Federal or State employer identification No. _____

Applicant is a qualified self-insurer for workers compensation.

☐ Certificate attached

Name of Workers Compensation Insurer _____

Workers Compensation Insurance Policy No. _____

☐ Certificate attached

Policy Expiration Date _____

C. Exemption:

Complete Section C if the applicant is a contractor claiming exemption from providing workers compensation insurance. **Must get notarized.**

The undersigned swears or affirms that he/she is not required to provide workers compensation insurance under the provisions of Pennsylvania's Workers Compensation Law for one of the following reasons, as indicated:

☐ Contractor with no employees. **Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the township.**

☐ Religious exemption under the Workers Compensation Law.

Subscribed and sworn to before me this

_____ day of _____ 20____

(Signature of Notary Public)

My commission expires: _____

(SEAL)

Signature of applicant _____

Address _____

County of _____

Municipality of _____