

Plan Requirements: Sign permit applications

Overview

The Department of Licenses and Inspections (L&I) reviews plans submitted with permit applications for the installation of permanent signs attached to buildings, structures, posts, or their own foundations. Review the information below before submitting plans for review.

Plan sheet size and material

- Minimum Sheet Size: 18 in. x 24 in.
- Maximum Sheet Size: 36 in. x 48 in.
- Print plans on white, standard-weight, bond type paper.

Acceptable drawing scales

- Architectural Scale: ¼ in. = 1 ft.-0 in.
- Larger scales may be used. If a smaller scale is used, the plans examiner may reject your plans.

Minimum requirements

- Must be of professional quality and drawn to scale. Free-hand sketches will **not** be accepted.
- Printed plans must be in ink and in grayscale. Pencil drawings will **not** be accepted.
- Include a title block with sheet number and project address.
- The following information must be provided for each sign:
 - Dimensions of all components (length, width, and thickness).
 - Total weight of sign assembly.
 - Height above adjacent grade (to bottom and top edges of sign. Also, to mounting points for any supports located above/ beyond the sign face).
 - Mounting details, including type, size, quantity, and spacing of anchors, and attachment brackets and cabling.
 - Materials of wall construction where to which the sign will mount (masonry wall or wood/metal stud wall).
 - Plans to include a section drawing of the wall where the sign is to be mounted.
 - Signs and mounting materials shall be designed to withstand wind speed of 90 mph (3-second gust).

Design professional signature and seal

Plans must be signed and sealed by a PA-licensed design professional (registered architect or professional engineer) for all:

- Wall signs: if attached to an unbraced parapet wall or to an Exterior Insulation and Finish System (EIFS) type wall.
- Awnings: if located more than 12 ft. above the sidewalk (measured to the bottom of the sign), are attached to an unbraced parapet wall, exceed 8 ft. in width, or project more than 2 ft. from the wall.
- Projecting signs: all signs with projection into the public right-of-way, a private pedestrian footway, private vehicular way, or easement.
- Free-standing signs: if the sign height exceeds 12 ft.
 - If the work indicated does not alter a previously approved base or support structure, and involves only repainting or refacing of the sign, an engineer's seal is not required.

Prerequisite approvals

Plans included with your sign permit application package may require approvals from other departments or agencies.

L&I Permit and License Center

1401 John F. Kennedy Blvd., Municipal Services Building, Public Service Concourse

Open 8 a.m. to 3:30 p.m., Monday through Friday. Offices close at noon on the last Wednesday of each month.