



SIGN PERMIT
PLAN REVIEW CHECKLIST

I. Building Plans

- | | | |
|---|-----------------------------------|-----------------------------------|
| 1. In black & white or blue print (not free hand or pencil drawn) | <input type="checkbox"/> Provided | <input type="checkbox"/> Required |
| 2. Professional quality and drawn to scale | <input type="checkbox"/> Provided | <input type="checkbox"/> Required |

II. Prior Permit/Approvals Required

- | | | | |
|--|-----------------------------------|-----------------------------------|------------------------------|
| 1. Zoning/Use registration permit and approved plans | <input type="checkbox"/> Provided | <input type="checkbox"/> Required | <input type="checkbox"/> N/A |
| 2. Historical Commission Approval (if applicable) | <input type="checkbox"/> Provided | <input type="checkbox"/> Required | <input type="checkbox"/> N/A |
| 3. Art Commission Approval (if applicable) | <input type="checkbox"/> Provided | <input type="checkbox"/> Required | <input type="checkbox"/> N/A |
| 4. City Planning Commission Approval (if applicable) | <input type="checkbox"/> Provided | <input type="checkbox"/> Required | <input type="checkbox"/> N/A |
| 5. Streets Department Approval | <input type="checkbox"/> Provided | <input type="checkbox"/> Required | <input type="checkbox"/> N/A |

III. Construction/Drawing Requirements

- | | | |
|---|------------------------------|-----------------------------|
| 1. Location of sign | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Dimensions of all components | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Material of wall construction | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Total weight of sign assembly: _____ | | |
| 5. Mounting Details: | | |
| a. Quantity and spacing of anchors: _____ | | |
| b. Hardware: _____ | | |
| c. Embedment depth: _____ | | |

IV. Engineering Calculations & Approval

- | | | | |
|---|------------------------------|-----------------------------|------------------------------|
| 1. Criteria to be met to necessitate signature and seal of licensed Pennsylvania engineer/architect | | | |
| a. Awning signs located more than 12' above sidewalk | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| b. Attached to unbraced parapet wall | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| c. Flatwall signs attached to EIFS type wall | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| d. Wall sign greater than 100 sq. ft. area | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| e. Roof sign greater than 25 sq. ft. area | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| f. Weight greater than 7 psf. | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |