

## SIGN PERMIT PLAN REVIEW CHECKLIST

1. Administrative/ Documents	Provided				N/A	
a. Professional quality construction drawings	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
b. Licensed Contractor named	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No		
<b>2. Pre-Requisite Approvals</b>						
a. Zoning permit and approved plans	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
b. Streets Department Approval:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
c. Historical Commission Approval:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
d. Art Commission Approval:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
e. City Planning Commission Approval:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
<b>3. Construction/Drawing Requirements</b>						
a. Location of sign	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
b. Dimensions of all components	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
c. Material of wall construction	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
d. Total weight of sign assembly: _____	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
e. Mounting Details:    i. Quantity and spacing of anchors: _____ ii. Hardware: _____    iii. Embedment depth: _____						
<b>4. Engineering Calculations &amp; Approval</b>						
a. Criteria to be met to necessitate signature and seal of licensed Pennsylvania engineer / architect						
i. Awning signs located more than 12 feet above sidewalk	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
ii. Attached to unbraced parapet wall	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
iii. Flatwall signs attached to EIFS type wall	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
iv. Wall sign greater than 100 sq. ft. in area	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
v. Roof sign greater than 25 sq. ft. in area	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
vi. Weight greater than 7 psf.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A