



EZ PERMIT STANDARD
ZONING SIGN INSTALLATION
 For installation of signs on existing buildings

EZ Permit Standard: Zoning Sign Installation

Obtain zoning permits for sign installation to an existing building without submitting plans by meeting requirements below. Deviations will require submission of plans to the Department of Licenses and Inspections with your permit application.

EZ zoning sign permits are only valid for the zoning classifications listed below:

TABLE 1

DISTRICT	ALLOWABLE SIGN AREA
CMX-1	*1 square foot per linear foot of building frontage
CMX-2 / CMX-2.5	**3 square feet per linear foot of building frontage or one 25 sq.ft. sign per building frontage
CA-1 / CA-2	10 square feet of linear foot of ground floor frontage of the business / tenant with which the sign is associated

**For corner properties, the allowable sign area along the longer building frontage = 0.5 SF / LF*

***For corner properties, the allowable sign area along the longer building frontage = 2.0 SF / LF*

To be eligible for an EZ zoning permit:

- A photograph of the store front must be included with application.
- An approval letter from the Department of Parks and Recreation is required for any signage proposed within the Cobbs Creek / Roosevelt Blvd / Parkway Buffer area and otherwise mandated by the Zoning Code.
- Properties located within Center City overlay districts, NCA Ridge Avenue control or CAO City Avenue control are not eligible for EZ permit

Conditions and Limitations:

Signage must be:

- Limited to a single space and a single street frontage.
- Limited to three (3) signs total (existing and proposed).
- Accessory to the approved use of the space.
- Installed on the first floor and shall not extend above the roof line or the second-floor window sill (whichever is lower).
- Flat wall and / or awning type (with copy only on the front face).
- Non-illuminated and statically illuminated (i.e. digital or mechanically rotated).

Signage cannot be:

- Cabinet, freestanding, projecting, roof mounted, directional, marquee, portable, window or non-accessory.
- Flashing, intermittent, or animated.



CITY OF PHILADELPHIA
 DEPARTMENT OF LICENSES & INSPECTIONS
 Construction Services Division
 Municipal Services Building - Concourse Level
 1401 John F. Kennedy Boulevard
 Philadelphia, Pennsylvania 19102

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Applicant to complete the following information:

Address of Property / Space No: _____

Street Frontage Name (for corner properties only): _____

Type of Business: _____

Zoning District Classification: _____ Building / Store Frontage Width: _____ linear feet

Total Allowable Sign Area (see Table 1): _____ square feet

	Sign Description	Permit No.	Sign Type		Size	Sign Area
	Existing / Proposed	<i>Existing Signs Only</i>	Flat wall / Awning	Statically Illuminated / Non-Illuminated	Width and Height	(Sq. Ft.)
Sign #1						
Sign #2						
Sign #3						
TOTAL SIGN AREA						

AP# _____

Applicants Signature: _____