

# WALL SIGN PERMIT APPLICATION

**APPLICATION #:** \_\_\_\_\_

*This application may only be used for the installation of accessory wall signs. Please complete all sections below and print clearly. All correspondence from the Department will be e-mailed when a valid e-mail address is provided.*



**CITY OF PHILADELPHIA**  
**DEPARTMENT OF LICENSES AND INSPECTIONS**  
MUNICIPAL SERVICES BUILDING – CONCOURSE  
1401 JOHN F. KENNEDY BOULEVARD  
PHILADELPHIA, PA 19102

For more information visit us at [www.phila.gov/li](http://www.phila.gov/li)

ADDRESS OF PROPOSED SIGN INSTALLATION: \_\_\_\_\_

TENANT SPACE # / LTR. (IF APPLICABLE): \_\_\_\_\_

PROPERTY OWNER'S NAME: \_\_\_\_\_

PROPERTY OWNER'S ADDRESS: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_

CONTRACTING COMPANY ADDRESS: \_\_\_\_\_

CONTRACTING COMPANY: \_\_\_\_\_

TELEPHONE # - - FAX # - -

PHILA. LICENSE # / I.D. \_\_\_\_\_

E-MAIL: \_\_\_\_\_

OCCUPANCY: \_\_\_\_\_

ZONING / USE REGISTRATION PERMIT #: \_\_\_\_\_

(any sign to be erected must be accessory to a previously approved use)

PROPOSED SIGN TYPE(S):  FLATWALL PANEL  WALL CABINET  CHANNEL LETTERS  
 RACEWAY MOUNTED  INDIVIDUAL FLUSH MOUNTED

WILL THE SIGN BE ILLUMINATED?  NO  YES (if YES, a separate electrical permit must be obtained)

SIZE, HEIGHT AND WEIGHT OF PROPOSED SIGN(S):

SIGN # 1 – \_\_\_\_\_ (LENGTH) \_\_\_\_\_ (WIDTH) \_\_\_\_\_ (DEPTH) \_\_\_\_\_ (HEIGHT ABOVE FINISHED GRADE) \_\_\_\_\_ (WEIGHT #)

SIGN # 2 – \_\_\_\_\_ (LENGTH) \_\_\_\_\_ (WIDTH) \_\_\_\_\_ (DEPTH) \_\_\_\_\_ (HEIGHT ABOVE FINISHED GRADE) \_\_\_\_\_ (WEIGHT #)

SIGN # 3 – \_\_\_\_\_ (LENGTH) \_\_\_\_\_ (WIDTH) \_\_\_\_\_ (DEPTH) \_\_\_\_\_ (HEIGHT ABOVE FINISHED GRADE) \_\_\_\_\_ (WEIGHT #)

WALL TYPE:  SOLID MASONRY  FRAME (STUD SIZE \_\_\_\_\_)  SHEATHING, INSULATION & FINISH LAYERS (SELECT ALL APPLICABLE LAYERS)  STUCCO THICKNESS \_\_\_\_\_  
 HOLLOW MASONRY  WOOD  METAL  PLYWOOD / CEMENT BOARD THICKNESS \_\_\_\_\_  
 SOLID STONE OR CONCRETE \_\_\_\_\_ MASONRY / CONC. / STONE THICKNESS  \*EXT. INSULAT. FINISH (EIFS) THICKNESS \_\_\_\_\_  
 OTHER: \_\_\_\_\_ THICKNESS \_\_\_\_\_

\*Anchorage to structure required

DESCRIPTION OF FASTENERS TO BE USED: (please indicate quantity per sign or individual letters, type, material, size and spacing)

SIGN # 1 – \_\_\_\_\_ SIGN # 2 – \_\_\_\_\_ SIGN # 3 – \_\_\_\_\_

**LIMITATIONS OF THIS APPLICATION:**

- Signs must be mounted flat against the wall (parallel to building facade)
- A maximum of three (3) signs are permitted in a single application
- Signs may not extend more than twelve inches (12") beyond the wall face
- The bottom edge of signs may be located no higher than twelve feet (12'-0") above finished grade
- The top edge of signs may be located no higher than fifteen feet (15'-0") above finished grade
- The total area of each sign may not exceed 36 square feet and twelve feet (12'-0") in any direction
- The total weight of a single sign assembly may not exceed seven (7) pounds per square foot (including lighting, trim, etc.)
- All installed signs shall be capable of withstanding a three (3) second 90 mph wind gust and snow loads in accordance with Chapter 16 of the Building Code
- The total cost of installation may not exceed \$25,000
- This application may not be used for historic buildings (Historical Commission – City Hall Room 576, Phone: 215-686-7660)

**ESTIMATED COST OF WORK:**

\$ \_\_\_\_\_

IF ANY OF THE CONDITIONS MENTIONED ABOVE ARE EXCEEDED, DRAWINGS MUST BE SUBMITTED TO THE DEPARTMENT FOR REVIEW AND THE SEAL / SIGNATURE OF A PROFESSIONAL ENGINEER LICENSED IN THE COMMONWEALTH OF PENNSYLVANIA MAY BE REQUIRED

**SECTION DRAWING OF SIGN INSTALLATION:**

**SIGN # 1**

**SIGN # 2**

**SIGN # 3**

The drawing area consists of three vertical columns, each representing a sign. Each column is bounded by two vertical lines, creating a narrow vertical space for the drawing. The columns are labeled SIGN # 1, SIGN # 2, and SIGN # 3 from left to right.

**WALL TYPE** \_\_\_\_\_ **WALL TYPE** \_\_\_\_\_ **WALL TYPE** \_\_\_\_\_

In addition to existing wall construction, please note the following in the above drawings:

- Method of anchorage (type of fasteners / anchors, note any required blocking if applicable)
- Size, embedment depth and spacing of anchors / fasteners

**Installation Notes:**

- Signs attached to masonry, concrete or steel shall be safely and securely fastened by means of metal anchors, bolts or approved expansion screws of sufficient size and anchorage to safely support the loads applied
- Wall signs attached to exterior walls of solid masonry, concrete or stone shall be safely and securely attached by means of metal anchors, bolts or expansion screws not less than 3/8" in diameter and shall be embedded at least five inches (5")
- Wood blocks shall not be used for anchorage, except in the case of wall signs attached to buildings with walls of wood
- A wall sign shall not be supported by anchorages secured to an unbraced parapet wall

**IS THIS APPLICATION IN RESPONSE TO A VIOLATION?**  **NO**  **YES** **CASE #:** \_\_\_\_\_

*All provisions of the Building Code and other City ordinances will be complied with, whether specified herein or not. Plans approved by the Department form a part of this application. I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I further certify that I am authorized by the owner to make the foregoing application, and that, before I accept my permit for which this application is made, the owner shall be made aware of all conditions of this permit. I understand that if I knowingly make any false statement herein I am subject to such penalties as may be prescribed by law or ordinance.*

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_