

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

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 _____)
 HOLLOW MASONRY WOOD METAL
 SOLID STONE OR CONCRETE
 _____ MASONRY / CONC. / STONE THICKNESS

SHEATHING, INSULATION & FINISH LAYERS (SELECT ALL APPLICABLE LAYERS)

STUCCO THICKNESS _____
 PLYWOOD / CEMENT BOARD 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 115 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

Three vertical lines are drawn, one for each sign location. Each line is approximately 1/8 inch thick and extends from the top of the drawing area to the bottom, just above the wall type line.

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:** ____ / ____ / ____