

# **GUIDELINES FOR MAKING APPLICATION FOR A SIGN PERMIT**

*A permit is required to erect a sign. Please check the zoning ordinance for sign requirements in the zoning district in which the sign will be located.*

Fill out the permit application completely along with a building subcode form. If electric is included with the proposed sign, you will need to complete an electrical subcode form also.

All commercial contractors must be licensed with the Borough prior to commencing work. Residential contractors must indicate their PA State License Number on the permit application. All contractors must show proof of Worker's Compensation Insurance.

You will need to submit two complete sets of signed, sealed (by a licensed Pennsylvania Engineer) drawings and details for the proposed sign. Be sure to include the following:

1. The dimensions of the proposed sign.
2. Windload calculations, if necessary.
3. If a freestanding sign, submit a site plan indicating the location of the proposed sign, showing setbacks to property lines. Include a detailed drawing of the sign indicating the height of same.
4. If a wall sign, show the sign on the wall of the building with dimensions and also indicating the building height and width, as well as, the distance from the ground level to the proposed sign.
5. If a window sign, submit a drawing indicating the building length and height as well as the window dimensions. Then indicate the proposed window sign with dimensions.

If the property is located in the Historical District, you will need Historical Architectural Review Board approval prior to obtaining a permit and erecting the sign. You will need to fill out the HARB Application and the Borough will schedule you to go before the HARB Board.

The Bristol Borough Departments of Licenses and Inspections will call you when your permit is approved and ready for pickup. Any questions, feel free to call 215-785-4501.