



## **SUBMITTAL GUIDE FOR COMMERCIAL SIGNS**

1. **PERMITS** - must be completed and signed by the contractor or person doing the work. All permits are submitted to the Township. Please note that no faxed or emailed applications will be accepted. We require all applications to have original signatures.
  - A. **Sign Permit** - must be completed and submitted. Please note that separate permits are required for each sign.
  - B. **Electrical Permit** - must be completed and submitted for any sign that is illuminated.
  - C. **Building Permit** - must be completed and submitted for any sign installed with footers.
2. **WORKERS' COMPENSATION COVERAGE** - pursuant to Pennsylvania Law, every contractor must provide proof of workers' compensation coverage or a notarized exemption affidavit form. An insurance certificate, listing Whitehall Township as certificate holder, must be presented with each permit application at the time of submission. No permits will be accepted without this paperwork.
3. **BUSINESS PRIVILEGE LICENSE** - all contractors are required to have a valid Whitehall Township Business Privilege License prior to securing *any* permits. For more information, contact the Treasurer's office at 610-437-5524 ext. 144.
4. **ZONING CERTIFICATION FORM** - is required to be completed by any Business Privilege License holder.
5. A site plan must be submitted showing the location of signs. If a freestanding sign is proposed, the site plan must show the location of the proposed freestanding sign and its distance to all property lines.
6. Provide 3 sets of plans stamped by a design professional approved by the State of Pennsylvania. These drawings must show structural details of the sign structure. This includes the footing or the mechanical attachment of the sign to the building. The design wind load per code shall be stated on the drawing.
7. Provide 3 sets of drawings showing the electrical characteristics of the sign. For example, is this neon, fluorescent or LED type of sign. The location of the sign disconnecting means should also be shown on the drawings.
8. Drawings must show all dimensions of the signs. Wall signs must also include the distance the sign will project from the wall and how it will be attached.
9. Confirmation of listing by a Nationally Recognized Testing Agency (such as UL) for the sign with either the UL numbers or a letter from the sign manufacturer stating the sign will be listed. Please note that the UL label must be visible at the final electrical inspection.
10. Call for inspections as listed on the inspection list that you will receive with your permit.
11. You must call for a final inspection after the job is complete. The contractor may need to meet the inspector on site at the final inspection.
12. For further information on sign regulations visit [www.whitehalltownship.com](http://www.whitehalltownship.com).