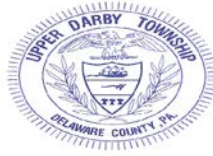


# Sign



# Permit

Upper Darby Township Licenses and Inspection Sign Permit Application  
 100 Garrett Road Room 109 Upper Darby, PA 19082 www.upperdarby.org (610)734-7613

**Sign Permit Submission Requirements**

Site plan		Required for any billboard free standing or ground signs, and must show location of signs, and distance from property lines and rights-of-way.
Elevation		Should show the width of the building, location of sign, sign dimensions, and the content of the sign. An elevation view is required for every sign application.
Structural Details		Required for every sign application except face change. The structural details for billboard, freestanding, and roof signs must be prepared by a licensed P.E.

Please provide 3 copies of each requested construction document. Failure to submit any of the requested documents will result in a denial of your application. If you think that some of these documents may not be required, please call us at (610) 734-7613 to confirm.

Address of sign installation			
Property owner		Phone #	
Contractor		Phone #	
Name of Business		Phone #	

Will the faces on any signs be changed	Y or N	If yes how many	
What size and type of signs are being face changed			

Will any walls signs be installed	Y or N	If yes how many	
What size are the wall sign(s) being installed			
Will any awning or canopy signs be installed	Y or N	If yes how many	
What size are the awning/canopy sign(s) being installed			
What is the width of the tenant space (in feet)		Each tenant space may have three signs on the building. The total square footage may not exceed 2X the width of the tenant space.	
Will any window signs be installed	Y or N	If yes what size	
Window signs count as signs on the building and towards the allowable square footage			
Will any ground signs be installed	Y or N	If yes what size	
How wide is the front property line (in feet)		Each property is permitted to have one ground or freestanding sign. Ground signs can be a maximum of 6' in height, and must be 3' from the right-of-way. The maximum square footage of the ground sign is 1/2 the lot width.	
Cost of Job	Fee schedule for these signs: \$50 application fee and \$15 per \$500		

Will any freestanding signs be installed	Y or N	If yes what size	
How wide is the front property line (in feet)		Each property is permitted to have one free standing or ground sign. Freestanding signs must have their lowest edge 8' above grade, and must be a minimum of 10' from the right of way. The maximum square footage of freestanding signs is 1/2 the lot width, and a 2' landscaped perimeter must be provided.	
Cost of Job	Fee schedule for freestanding: \$100 first \$500 and \$25 per \$500 extra		

Will any other types of signage be installed	Y or N	If yes, please describe type and size	
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Cost of Job \_\_\_\_\_  
**REVIEW PERIOD IS 30 BUSINESS DAYS**

Signature		Date	
Print Name			

Permit Fee		Use #		Sign #	
Zoning App		Approval Date			
				Inspector	
				Review Date	
Director, Department of Licenses & Inspection					