



Sign Permit Application Submittal Guide

The following guidelines are intended to inform customers of the sign regulations and assist them in the permit process in regards to sign installations.

- Manheim Township Zoning Ordinance 1989-21, as amended including (Ordinances 2001-15 & 2006-6)
- Pennsylvania Uniform Construction Code Appendix H
- 2006 International Building Code Appendix H (Ordinances 2004-7 and 2004-8)
- 2005 National Electrical Code (Ordinance 2004-7)

The permit applicant must submit a Sign Permit Application, the applicable fee and the required plans and information for **each** sign intended to be installed, **prior** to installation.

Permit Application

The first step in acquiring a sign permit is to fill out a Sign Permit Application. It is important to fill out all applicable areas of the permit application. A signature in the upper right-hand box of the application is also required. Sign permit applications may be signed by either the property owner or authorized agent (permit applicant). Identify and verify correct property owner on the sign permit application.

Sign Permit Fees

All applicable permit fees are due at time of permit application submittal.

- All **non-electric** signs, Building or Free-standing Signs, and Banners, **\$100.00 plus a \$4.00 UCC mandated education fee**
- All **electric** signs, Building or Free-Standing Signs, **\$200.00 plus a \$4.00 UCC mandated education fee**
- All **In-Home Business Signs \$4.00** (UCC mandated education fee)

Additional Required Information (Plan Submittal)

In addition to the completed and signed permit application and appropriate fee, the following information must be submitted for each:

1. **Building Sign – Non-Electric or Electric**
 - Two (2) sets of elevation drawings clearly indicating the size (dimensions) of the building facade and the size of the sign. For multi-tenant buildings, only the size or area of the tenant space needs to be shown for determining the individual tenant sign requirements.

Building Signs continued:

- ***If the sign is electric*** - Sign drawing must include electrical schematics. The disconnect location must be indicated on the electrical schematics. In addition, all electrical signs must be installed in accordance with the manufacturer's UL installation instructions. Therefore, two (2) copies of the manufacturer's instructions and information must also be submitted.
 - Building signs may be:
 - Installed parallel to and attached to the face of the building and shall project no more than 18 inches over public sidewalk;
 - Installed perpendicular to and attached to the face of the building shall not project more than 4 feet from the face of the building; or
 - Building signs shall not project above the roofline or top of a parapet.
 - Total surface area of signs on any building façade may not exceed 1.50 square feet per lineal foot of building façade.
 - Individual tenants within a building are limited to 1.50 square feet of signage per lineal foot of building façade for the tenant space.
 - **Total sign area shall not exceed two hundred (200) square feet for a tenant space.**
 - Design style and placement of all street address numbers and letters (if used) are subject to review and approval by the Code Official. Street numbers for commercial buildings shall be at least 6 inches in height with a minimum stroke width of that least 1/2" and shall be placed on the entrance and rear doors at least 5 feet above finish grade
 - All electric signs must be UL listed and labeled, inspected and approved by a Manheim Township electrical official/inspector **prior** to energizing the sign circuit.
 - Sign applicant and/or sign contractor must provide access (approved ladder or bucket truck) to Township Code Officials for the purpose of the inspection of all electrical wiring, equipment and devices associated with the sign.
 - **Banners are treated as non-electric building signs.**
2. **Freestanding Sign – Non-Electric or Electric**
- Two (2) sets of drawings of the sign, either drawn to scale or clearly dimensioned, which indicate all materials and construction details.
 - ***If the sign is electric*** - Sign drawing must include electrical schematics. The disconnect location must be indicated on the electrical schematics. In addition, all electrical signs must be installed in accordance with the manufacturer's UL installation instructions. Therefore, two (2) copies of the manufacturer's instructions must also be submitted.

Freestanding Signs continued:

- Property street numbers must be placed on all freestanding signs and be displayed at least 5 feet above finished grade. Street numbers must be approved by the Code Official and included on the submitted drawings.
- Street numbers must be of a size and design, which are easily identifiable and legible from moving traffic in the street at a distance of 100 feet (3" high numerals with 3/4" stroke).
- Design style as indicated on submitted drawings must represent the final product. The Code Official will approve the design style and location for all street numbers.
- Two (2) copies of a detailed site plan must be submitted for all freestanding signs. The site plan must clearly indicate the property lines, all right-of-way (PennDOT and/or Township), and easement lines on the property. The location of the sign must be clearly indicated on the site plan. Sign setbacks shall be indicated (10 foot minimum) from all property lines and right-of-ways.
 - Applications for freestanding signs in excess of 20 square feet shall be submitted with calculations from a registered architect or professional engineer recognized by the State of Pennsylvania. These calculations must indicate compliance with the applicable wind and structural design requirements of section H105 found in appendix H of the 2006 International Building Code.
 - All electric signs must be UL listed and labeled; and inspected and approved by a Manheim Township Code Official **prior** to energizing the sign circuit.
 - Sign applicant and/or sign contractor must provide access (approved ladder or boom truck) to the Manheim Township Electrical Code Official in order to inspect all electrical wiring, equipment and devices associated with the sign.

In Home Business Signs

- Two (2) sets of drawings of the sign, either drawn to scale or clearly dimensioned.
 - In home business signs shall not be larger than two (2) square feet in total area.
 - Street numbers shall be at least 2-3/4 inches in height and at least 18 inches above grade. Street numbers must be indicated on the sign drawing.
 - The design style for all street address numbers is subject to approval by the Code Official and Zoning Official.
- Only one (1) in-home business sign per property is permitted.
- Signs shall **only** be installed on the mailbox or the building.

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