



## **SIGN PERMIT SUBMITTAL GUIDE**

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

- Article 18, Signs, in the Manheim Township Ordinance 2014, as amended (signs in conventional development)
- Article XIX, Section 1923 in the Manheim Township Ordinance 2014, as amended (signs in PRD's)
- Pennsylvania Uniform Construction Code (Township Ordinances 2019-1)
- 2018 International Building Code Appendix H
- 2017 National Electrical Code

The permit applicant must submit a Sign Permit Application and the required plan/specifications for **each** sign to be installed **prior** to installation. Fees are due at time of permit issuance.

### **SIGN 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 required. Sign permit applications may be signed by either the property owner or authorized agent (permit applicant). Under “*property owner’s name*” identify and verify correct **property owner** (not the tenant) on the sign permit application. The tenant’s name is to be entered (if different from property owner) where requested on the application.

### **SIGN PERMIT FEE REQUIREMENTS**

- All attached building or free-standing signs and banners - **\$150.00 per sign.**
- Electric sign inspections are performed by one of three, 3rd Party inspection agencies. To schedule call Associated Building Inspections (ABI) 866-733-1654 ext. 103 or Code Administrators, Inc. (CAI) 717-859-3350, or Middle Department Agency, Inc. (MDAI) 717-873-7442. Third party inspection agencies will bill directly for electrical inspections associated with sign installations. Call your chosen electrical inspection agency for a quote on sign inspection fees.

*A payment invoice will be provided to the permit applicant prior to the permit issuance.*

### **ELECTRIC SIGN - INSPECTION REQUIREMENTS**

Effective November 21, 2011, Manheim Township no longer performs electric sign inspections. All electric sign inspections are performed by one of two 3rd Party inspection agencies. To schedule call Associated Building Inspections (ABI) 866-733-1654 ext. 103 or Code Administrators, Inc. (CAI) 717-859-3350, or Middle Department Agency, Inc. (MDAI) 717-873-7442.

- **Permit Applicant is responsible for providing access (approved ladder or bucket truck) to inspector for the purpose of inspecting all wiring and devices associated with all electric building and freestanding signs.**
- **Electric sign branch circuits shall not to be energized until the circuit has been inspected and approved.**



## **SIGN PERMIT SUBMITTAL GUIDE**

### **PLAN SUBMITTAL REQUIREMENTS**

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

### **BUILDING SIGNS (ELECTRIC OR NON-ELECTRIC)**

1. **Two (2) sets of elevation drawings** clearly indicating the size (width & height) of the building facade and the size/location of the sign on the elevation. For multi-tenant buildings, only the size or area of the tenant space needs to be shown for determining the individual tenant sign requirements. All existing or proposed signs must be included.
- **Total surface area of signs on any building façade may not exceed 1.50 square feet per one foot of building/tenant space width.** (This requirement applies to signs in conventional developments but not to signs in PRD's. Refer to Article XIX, Section 1923 for PRD sign regulations).
- **Total sign area shall not exceed two hundred (200) square feet per building or tenant space.** (This requirement applies to signs in conventional developments but not to signs in PRD's. Refer to Article XIX, Section 1923 for PRD sign regulations).
2. **Two (2) sets of construction drawings** showing the method of attaching the sign to the structure, construction materials and dimensions of the sign.
3. **Electric Signs – Two (2) sets of the following information is needed for electric signs:**
  - Sign construction drawings & electrical schematics.
  - UL listing and labeling information.
  - Electrical disconnect location.
  - Manufacturer's installation instructions and/or specifications for Box Signs, Channel Letters, LED Lights, LED Drivers, EVMS (Electronic Variable Messaging Systems).

### **FREESTANDING SIGNS (ELECTRIC OR NON-ELECTRIC)**

1. **Two (2) copies of a detailed site plan.** Site plan must clearly indicate the location of the proposed sign in relation to all property lines, all right-of-way lines (PennDot and/or Township), all clear sight triangles, and all easement lines. Sign setbacks shall be indicated (10 foot minimum) from all property lines and right-of-way lines.
2. **Two (2) sets of construction drawings** with proposed footing and construction details.
3. **Freestanding signs 20 square feet or greater in area** shall be designed in accordance with the applicable design and construction requirements of the current International Building Code, as amended. The design shall be reviewed, signed and sealed by a licensed design professional registered in Pennsylvania. Calculations in compliance with the applicable wind and structural design requirements of section H105 in appendix H of the 2015 International Building Code are to be submitted for review and approval.
4. **Electric Signs – Two (2) sets of information as described above for building signs**
5. **Property street numbers must be placed on all freestanding signs and be displayed at least 5 feet above finished grade.** 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 and be a minimum of 6" high numerals with a ¾" stroke.

Additional information may be required upon application. If you have further questions, please feel free to contact the Manheim Township Planning & Zoning, at (717)569-6406 ext. 1131. Also, the Manheim Township Sign Ordinance 2014 as amended can be viewed online at [www.manheimtownship.org](http://www.manheimtownship.org)