MONTGOMERY TOWNSHIP
DEPARTMENT OF PLANNING AND ZONING
1001 STUMP ROAD
MONTGOMERY VILLE, PA 18936-9605
Telephone: 215-393-6920 · Fax: 215-855-1498
www.montgomerytwp.org

SIGN PERMIT APPLICATION

Permit # _____ Fee $ _____ Ck # _____

SIGN PERMIT REQUIREMENTS AND REGULATIONS:

- A **separate application** must be submitted for each sign.
- **Fees** must be paid at the time of **application**.
- All contractors **must be registered with Montgomery Township**.
- Permits must be signed by the **property owner, lessor/tenant, and applicant**.
- Two legible, **scaled plot plans** showing the distance of the sign and/or building to the curb line or edge of roadway must be included.
- Two **legible, scaled, colored elevation drawings** of the sign must be submitted showing the **materials, finish and details of construction including loads, stresses, anchorage and any other pertinent engineering data** included.
- For any sign that is **enlarged**, requiring a **new footing, or higher than 8 feet, plans showing supporting structural members and foundations must be submitted**. All such plans must bear the **signature and seal of a registered engineer, approved by the Commonwealth of Pennsylvania**. Design shall be in accordance with Appendix H of the IBC or PA Act 45 as amended.
- For further **information**, see **Article XVIII** of the **Montgomery Township Zoning Ordinance**.

****ELECTRIC NOTE: APPLICANT IS RESPONSIBLE TO CONTRACT WITH A THIRD-PARTY INSPECTOR. ANY NEW ELECTRICAL WORK REQUIRES THAT PLANS BE REVIEWED AND APPROVED BY THE THIRD-PARTY. THE APPROVED PLAN MUST BE INCLUDED WITH THIS APPLICATION.**

APPROVED THIRD PARTY ELECTRICAL INSPECTION CO. (check one)

- ☐ **Bureau Veritas North America (former Atlantic Inland) – (877) 392-9445**
- ☐ **Middle Atlantic Electrical Inspections – (215) 322-2626**
- ☐ **Municipal Inspection Corp – (215) 673-4434**
- ☐ **Code Inspections Inc. – (215) 672-9400**
- ☐ **Middle Department Inspection Agency – (610) 969-3900**
- ☐ **United Inspection Agency – (215) 542-9977**

SITE INFORMATION (please print)

Address of Site		
Property Owner Tenant / Lessee		Phone #
Mail/Email Address Contractor Name		Phone #
Contractor Address Email Address		Phone #

SIGN PERMIT

GENERAL SIGN INFORMATION:

check all that apply below

Freestanding		Directional		Development		Other	
Wall		Monument		Face Change Only			

****Please check the appropriate box or provide the requested information in the space provided:**	**WALL SIGN**	**FREESTANDING, MONUMENT, DIRECTIONAL SIGNS**
☐ SINGLE OR ☐ MULTI – TENANT BUILDING		
SQUARE FOOTAGE OF PROPOSED SIGN		
SQ FT OF CHANGEABLE COPY AREA (IF APPLICABLE) 16 SF MAX		
EXISTING SIGN CABINET TO BE REMOVED? ☐ YES ☐ NO		
ESTIMATED COST OF SIGN (MATERIAL/LABOR/INSTALL)	$	$
IS SIGN ELECTRIC? ☐ NO ☐ EXISTING ☐ NEW		
IF NEW - ESTIMATED COST OF ELECTRIC	$	$
HEIGHT OF SIGN ON WALL OR PARAPET WALL (IF APPLICABLE)		**N/A**
PERCENTAGE OF WALL COVERED BY SIGN(S)		**N/A**
LINEAR FOOTAGE OF STORE FRONT BUILDING WALL		**N/A**
DISTANCE OF BUILDING TO CURB LINE OR EDGE OF ROADWAY (FT)		**N/A**
SQUARE FOOTAGE OF EXISTING WALL SIGNS TO REMAIN		**N/A**
SQUARE FOOTAGE OF EXISTING FREESTANDING SIGN TO REMAIN	**N/A**	
WILL THERE BE A FOOTING? ☐ YES ☐ NO ☐ EXISTING	**N/A**	
EXISTING POLE TO BE REMOVED? ☐ YES ☐ NO	**N/A**	
DISTANCE FROM LEADING EDGE OF SIGN TO CURB LINE OR EDGE OF ROADWAY (FEET)	**N/A**	
HEIGHT OF SIGN ABOVE EXISTING AVERAGE GRADE	**N/A**	
****** NEW FREESTANDING SIGNS REQUIRE 2 SF OF LANDSCAPING PER SF OF SIGN – SUBMIT PLANS WITH APPLICATION******		

***** I hereby certify that the information contained in this application is true and correct to the best of my knowledge, that the erection of the proposed sign has my approval and that I will abide by all lawful Township regulations relating to signs.***

_____ _____ _____ _____

Property Owner Signature | Date | Tenant / Lessor Signature | Date

_____ _____ _____

Applicant Signature | Date | **Contact Name and Phone # (PLEASE PRINT)**

OFFICE USE ONLY: **Zoning District: _____ ZHB # _____**

APPROVED / DENIED	ZONING OFFICER	DATE	APPROVED / DENIED	BUILDING OFFICIAL	DATE

Permit Fee $ _____ Electric Fee $ _____ (+ $4.50 PA State Fee) **Total Permit Fee $_____**

SIGN PERMIT