



# West Norriton Township

## **SIGN PERMIT APPLICATION**

1630 W. Marshall Street  
Norristown, PA 19403  
Phone: (610) 631-0450  
Fax: (610) 630-0304  
[www.westnorritontwp.org](http://www.westnorritontwp.org)

A sign permit is required for all new, renovated or relocating of any sign.

**PART I** – Location of Property. Complete address, Zoning District, Parcel Number and Lot & Block must be provided on all applications.

**PARTS II thru VII** - Complete every section.

**PART VIII** – Sign and date application. If property resident is not the owner of the property, a notarized statement indicating the owner's approval of the proposed construction must be submitted with the application. Provide phone numbers where property owner/resident and contractor may be reached. Contractors making application must provide a Certificate of Insurance verifying coverage for Worker's Compensation and their Federal or State Employer Identification Number (EIN).

**PART IX** - Plot Plan. Show all dimensions of entire property (length x width and square feet of entire lot). Identify streets adjacent to property. Place all buildings, with size dimensions (length and width) indicated, within property lines and indicate whether existing or proposed. **The property owner is responsible for the accuracy of this plot plan. Any easements or deed restrictions must be indicated.**

### PLANS AND SPECIFICATIONS

- **Two (2) copies of all plans and specifications must be submitted with all applications for sign permit. Cross Section Drawings, giving structural details as outlined below, must be included (see sample drawings attached).**
  - **For illuminated signs, an Electrical Permit Application is also needed.**
- A. **DIMENSIONS** – Show all dimensions of proposed sign – height, width and length.
- B. **PIER/ FOOTINGS** – Give all foundation information – depth of excavated footings to the finished grade and width of footings. Indicate depth of concrete in footings (minimum 36"). Indicate PSI (pounds per square inch) of concrete and/or other sub-materials. New Monument signs to be signed and sealed drawings.
- C. **MAIN BEAMS** – Give size and description of materials of beam and column supports. Spans between columns must be indicated. If using *Manufactured Beams*, structural plans must be sealed by engineer or architect. Beams would be covered by signed and sealed drawings.
- D. **ATTACHING TO EXISTING STRUCTURE** – Indicate method of attachment to proposed structure to the existing structure, if applicable
- E. **ADDRESS NUMBERS** – Provide the street address number on any new or relocated main business identification sign. The number shall be placed on both sides of a dual sided sign, either on the sign surface or the supporting framework. The numbers shall be unobstructed, clearly visible from the street in both directions, a minimum of 6 inches in height, contrasting from the background, and be a minimum of 36 inches above finished grade or the top of landscape plantings.

## ADDITIONAL INFORMATION

**FEES** – Permit fees will be collected at the time the permit is issued and picked up at the Township building. If paying by check, please make check payable to “West Norriton Township”.

**REVIEW** – The application will be reviewed by the Code Enforcement and Zoning Departments for compliance with all Township codes and ordinances.

**PERMIT GRANTED** – **Work may not start until a permit has been approved and granted.** The permit cards are to be displayed so as to be visible from the street.

**BUILDING AND ELECTRICAL** – All building and electrical contractors and/or their personnel must be registered and provide a Certificate of Insurance verifying Worker’s Compensation coverage, and Federal or State Employer Identification Number (EIN). In addition, each contractor must obtain the appropriate permits for the work to be done. All electrical work must be inspected by Code Inspections Inc.

**INSPECTIONS** – Call the Township office (610-631-0450) at least 24 hours in advance to schedule each inspection. **All electrical inspections will be performed by Code Inspections Inc.** Responsibility for notification for inspections at the various stages of construction lies with the applicant and/or contractor. If the appropriate inspections are not requested, uninspected work will not be granted final approval. **If an inspection fails twice for the same code violations, a reinspection fee will be required prior to a third inspection.**

# West Norriton Township

## Sign Permit Application

### I - LOCATION OF PROPERTY

Address: \_\_\_\_\_ Suite: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Business/Tenant Name: \_\_\_\_\_

### II - OWNERSHIP

Private       Public       Tenant       Other \_\_\_\_\_

### III - IDENTIFICATION – To be completed by all applicants

APPLICANT Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

OWNER Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

CONTRACTOR Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Builder's Twp. License No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_

ARCHITECT Name: \_\_\_\_\_ Phone: \_\_\_\_\_

ENGINEER

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**IV - TYPE OF CONSTRUCTION OR IMPROVEMENTS**

New       Alteration/Renovation       Repair or Replacement

---

**V - SIGN DETAILS** (Please check the following)

Illuminated     Neon     Roof     Advertising     Trade Name  
 Free Standing     Wall     Landscape     Directory     Temporary

**# of Illuminated Signs:** \_\_\_\_\_ **# of Non-Illuminated Signs:** \_\_\_\_\_

---

**VI - SIGN MATERIALS** (please check the following)

Plastic     Wood     Metal     Glass     Masonry     Stone     Brick

---

**VII - COST**

Cost of Construction Improvements \$ \_\_\_\_\_

---

**PART VII – FEE** (see fee schedule)

**PERMIT FEE:** \$ \_\_\_\_\_

---

**VIII - SIGNATURE**

*Deposit of Check Representing the Fee for this Application does not Constitute Approval of or Granting of Same by West Norriton Township. I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his agent and we agree to conform to all applicable laws of West Norriton Township.*

**SIGNATURE OF APPLICANT**

**DATE**

---

**IX - SITE OR PLOT PLAN** – Please provide or attach plot plan details. See attached.

---

## **SCHEDULE OF FEES**

**(from Resolution )**

### **SIGN FEES:**

#### **Non-Illuminated Signs**

\$175.00 for the first sign  
\$60.00 each additional sign

#### **Illuminated Signs\***

\$210.00 for the first illuminated sign  
\$75.00 each additional sign

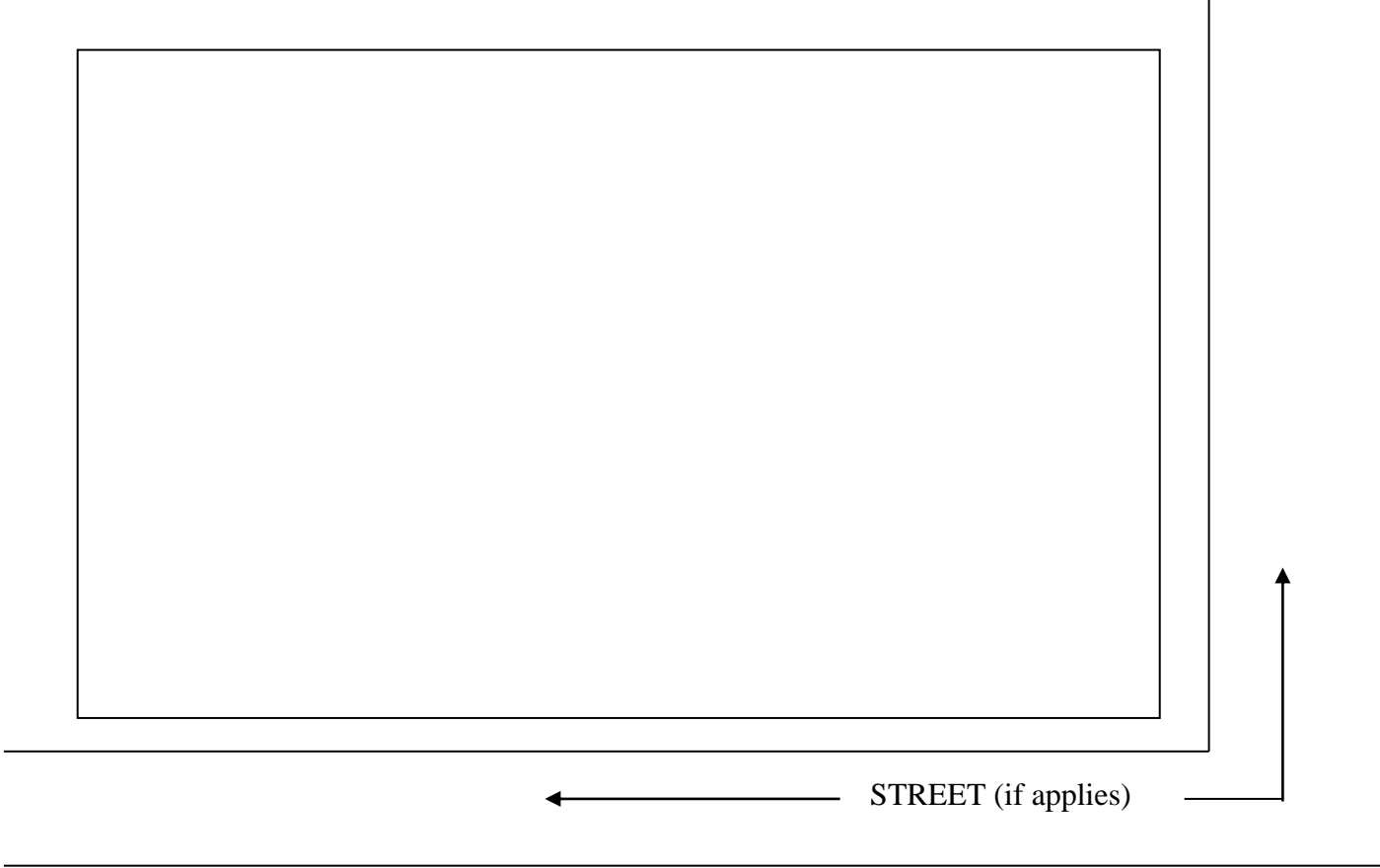
#### **Administration Fee**

\$64.00

**\*An electrical permit application must accompany an illuminated sign permit.**

**NOTE:** ALL ELECTRICAL WORK must be inspected by **CODE INSPECTIONS INC.**  
Inspection and Plan Review fees are included in permit fees.

**PLOT PLAN** (Location of sign on lot)



**BUILDING LOCATION** (Location of sign on building)

