

**LOWER HEIDELBERG TOWNSHIP
PROCEDURE FOR OBTAINING A SIGN PERMIT**

1. Fully complete the application for your sign permit making sure to date and sign it and return it to the Township Office. The applicant for a permit may be the homeowner or homeowner's agent. No fee is required to submit your application.
2. For residential applications, the Building Inspector has a 3 week period to review and approve or deny your permit application. For non-residential, 6 weeks is allotted. Make sure there are daytime and evening telephone numbers for the Building Inspector to reach you should there be any questions about your application. Most sign permit applications are returned within 10 days of submission.
3. After the application has been reviewed and approved, you will receive a phone call telling you the permit fee and that the permit may be picked up at the Township Office. Checks should be made payable to Lower Heidelberg Township. The Township Office is typically open from 8:00 to 5:00 Monday through Friday. To verify that the Township Office is open you may call 610.678.3393.
4. If you have any questions concerning your application, please contact the Township's Engineering and Code Enforcement Office at 610.678.0818. If no one is available when you call, please leave a detailed message and your call will be returned as soon as possible.

PERMIT APPLICATION CHECKLIST:

The following information should be included with your permit application:

- Fully completed building permit application
- (2) sets of construction drawings including the following:
 - Plot plan showing the location of any sign on the lot including the distance of the sign structure (for free standing) from all property lines and center line of all streets
 - Footer specifications
 - Content of sign – show both sides by photo or hand drawn sketch with dimensions
 - Existing signage – provide locations and sizes of all existing signs.
- Electrical permit (if necessary)
- Proof of contractor worker's compensation insurance or notarized exemption form
- Completed Zoning permit application

PLEASE NOTE: No construction can begin without paying for and receiving your approved building permit. Performing work without a permit will result in the doubling of all permit fees.

SIGN PERMIT APPLICATION

Property Information

Location: _____

Owner: _____

Owner address: _____

Owner Phone #: _____

Contractor Information

Company Name: _____

Company Address: _____

Company Phone #: _____ Cell #: _____

Contact Person: _____

Specifications

Cost of improvement: _____

Use: Identification Directional Advertising Temporary

Type: Free Standing Wall Mount Banner

Provide a plot plan showing the location of any sign on the lot including the distance of the sign structure (for free standing) from all property lines and center line of all streets.

Size: Length _____ Width _____

Height: Distance from ground to the highest point of sign or mounting structure _____

Content: Show both sides by photo or hand drawn sketch with dimensions

Will the sign be illuminated? Yes No If yes, give details for electric & lighting

Existing signage: Provide locations and sizes of all existing signs.

I understand that if I give false information regarding this permit application that any permits issued based on this information will be invalid and Lower Heidelberg Township could initiate legal proceedings against me, which could result in my being fined or imprisoned, or in my sign(s) being removed at my expense or any other legal remedy appropriate under the circumstances.

Applicant signature: _____ **Date:** _____

Name of applicant (please print): _____