WALL SIGN PERMIT APPLICATION

This application may only be used for the installation of accessory wall signs. Please complete all sections below and print clearly. All correspondence from the Department will be e-mailed when a valid e-mail address is provided.



CITY OF PHILADELPHIA DEPARTMENT OF LICENSES AND INSPECTIONS MUNICIPAL SERVICES BUILDING - CONCOURSE

1401 JOHN F. KENNEDY BOULEVARD PHILADELPHIA, PA 19102

For more information visit us at www.phila.gov/li

ADDRESS OF PROPOSED SIGN INSTALLATION:	TENANT SPACE # / LTR. (IF APPLICABLE):			
PROPERTY OWNER'S NAME:	PROPERTY OWNER'S ADDRESS:			
APPLICANT NAME:	APPLICANT'S ADDRESS:			
CONTRACTOR NAME:	CONTRACTING COMPANY ADDRESS:			
CONTRACTING COMPANY:				
TELEPHONE # FAX #	PHILA. LICENSE # / I.D. E-MAIL:			
OCCUPANCY:	ZONING / USE REGISTRATION PERMIT #:			
	(any sign to be erected must be accessory to a previously approved use)			
PROPOSED SIGN TYPE(S): FLATWALL PANEL WALL C	ABINET ☐ CHANNEL LETTERS → ☐ RACEWAY MOUNTED ☐ INDIVIDUAL FLUSH MOUNTED			
WILL THE SIGN BE ILLUMINATED? NO YES (if YES, a separate electrical permit must be obtained)				
SIZE, HEIGHT AND WEIGHT OF PROPOSED SIGN(S):				
SIGN # 1(LENGTH)(WIDTH)(D	PEPTH)(HEIGHT ABOVE FINISHED GRADE)(WEIGHT #)			
SIGN # 2(LENGTH)(WIDTH)(D	PEPTH)(HEIGHT ABOVE FINISHED GRADE)(WEIGHT #)			
SIGN # 3 –(LENGTH)(WIDTH)(D	PEPTH)(HEIGHT ABOVE FINISHED GRADE)(WEIGHT #)			
WALL TYPE: SOLID MASONRY FRAME (STUD HOLLOW MASONRY ☐ HOLLOW MASONRY ☐ SOLID STONE OR CONCRETE				
LAYERS) THICKNESS MASONRY / CONC. / STONE THICKNESS THICKNESS				
*Anchorage to structure required DESCRIPTION OF FASTENERS TO BE USED: (please indicate quantity per sign or individual letters, type, material, size and spacing)				
SIGN # 1 SIGN # 2	SIGN # 3 –			
LIMITATIONS OF THIS APPLICATION: • Signs must be mounted flat against the wall (paralle	ESTIMATED COST OF WORK:			
 A maximum of three (3) signs are permitted in a sin Signs may not extend more than twelve inches (12" 	gle application \$			
The bottom edge of signs may be located no higher				

- The top edge of signs may be located no higher than fifteen feet (15'-0") above finished grade
- The total area of each sign may not exceed 36 square feet and twelve feet (12"-0") in any direction
- The total weight of a single sign assembly may not exceed seven (7) pounds per square foot (including lighting, trim, etc.)
- All installed signs shall be capable of withstanding a three (3) second 90 mph wind gust and snow loads in accordance with Chapter 16 of the Building Code
- The total cost of installation may not exceed \$25,000
- This application may not be used for historic buildings (Historical Commission City Hall Room 576, Phone: 215-686-7660)

IF ANY OF THE CONDITIONS MENTIONED ABOVE ARE EXCEEDED, DRAWINGS MUST BE SUBMITTED TO THE DEPARTMENT FOR REVIEW AND THE SEAL / SIGNATURE OF A PROFESSIONAL ENGINEER LICENSED IN THE **COMMONWEALTH OF PENNSYLVANIA MAY BE REQUIRED**

SECTION DRAWING OF SIGN INSTALLATION:				
SIGN # 1	SIGN # 2	SIGN # 3		
WALL TYPE				
APPLICANT'S SIGNATURE: _		/ DATE:///		

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