

**UPPER DARBY TOWNSHIP**  
**DEPARTMENT OF LICENSES & INSPECTION**  
**SIGN APPLICATION**

Three (3) sets of drawing are required with application and fee

- ◆ Accurate scale plot plan showing property line (right-of-way)
- ◆ Building • location of existing signs • proposed location of signs • building width
- height of sign from grade
- ◆ Structural design • lettering/logos • width & height • mounting detail
  - projection distance

ADDRESS OF JOB \_\_\_\_\_ DATE \_\_\_\_\_  
NAME OF OWNER \_\_\_\_\_ Owner phone # \_\_\_\_\_  
ADDRESS OF OWNER \_\_\_\_\_  
(If owner does not reside at above address)  
CONTRACTOR OR APPLICANT NAME \_\_\_\_\_  
(Person doing the work)  
UPPER DARBY TWP. CONTRACTOR # \_\_\_\_\_ PHONE# \_\_\_\_\_ CELL# \_\_\_\_\_  
Owner of sign \_\_\_\_\_ Name of business \_\_\_\_\_  
Owner of sign address \_\_\_\_\_ phone # \_\_\_\_\_

YOU MUST HAVE COPY OF SIGNED CONTRACT AND APPROVAL LETTER IF SIGN FOR TENANT  
**A licensed Pennsylvania P.E. seal is required for certain signs:**

**TYPE OF SIGN (S) TO BE INSTALLED:** (Fee schedule below – cost or value of job)  
GROUND\_\_ WALL\_\_ WINDOW\_\_ AWNGING/CANOPY\_\_ PROJECTION\_\_ FACE CHANGE\_\_  
Up to \$100=\$30 from \$100 to \$500=\$50 over \$500=\$50 plus \$15 ea addition \$500 or fraction of

FREE/STANDING OR POLE\_\_ Up to \$500=\$100 over \$500=\$100 plus \$25 ea addition \$500 or fraction of

BILLBOARD / ROOF OR GROUND\_\_ Up to \$1000=\$100 over \$1000=\$100 plus \$15 ea addition \$500 -----  
Width of Building \_\_\_\_\_ Width of Lot \_\_\_\_\_

**NOTE: Most Wall signs limited to 1 square foot of signage per linear foot of building width.**

For more information go to our web. [Upperdarby.org](http://Upperdarby.org) (click on DEPARTMENTS click on LICENSE & INSPECTION click on zoning code use thumbnail **page 82** (ARTICLE X SIGNS))

Description of Work \_\_\_\_\_  
\_\_\_\_\_

Description of existing sign (s) \_\_\_\_\_  
Is electrical needed for this job Y\_\_ N\_\_ if yes Contractor's name \_\_\_\_\_

COST OF JOB \_\_\_\_\_ PERMIT FEE \_\_\_\_\_  
SIGNATURE \_\_\_\_\_

-----  
Is there a proper U&O on property? Y N Permit # \_\_\_\_\_ Zoning district \_\_\_\_\_

\_\_\_\_\_  
Director, Department of Licenses & Inspection Review Date \_\_\_\_\_ Inspector \_\_\_\_\_