

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

SIGN APPLICATION

Three (3) sets of drawings are required with application and fee and must contain the following:

- ◆ Accurate plot plan showing property line (right-of-way)
- ◆ Elevation view drawings showing: 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)

PHONE# _____ CELL# _____

Owner of sign _____ Name of business _____

Owner of sign address _____ Phone # _____

Width of Building _____

Cost of Job: _____

TYPE OF SIGN(S) TO BE INSTALLED: (Fee schedule below – cost or value of job)

GROUND ___ WALL ___ WINDOW ___ AWNGING/CANOPY ___ 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 ___ Up to \$1000=\$100 over \$1000=\$100 plus \$15 ea addition \$500

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

Go to our web. Upperdarby.org (click on DEPARTMENTS click on LICENSES & 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, a separate permit is required.

SIGNATURE _____ PERMIT FEE _____

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

Director, Department of Licenses & Inspection Review Date _____ Inspector _____

* Drawings must be sealed by a PA licensed professional engineer.