

# **EAST LAMPETER TOWNSHIP**

2250 Old Philadelphia Pike, Lancaster, Pennsylvania 17602  
Phone: (717) 393-1567 / Fax: (717) 393-4609

## **Sign Permit Application Submittal Guide**

*The following guidelines are intended to inform customers of the sign regulations and assist them in the permit process in regards to sign installations.*

- East Lampeter Township Zoning Ordinance of 2016 Amended
- 2021 International Building Code, Appendix H
- 2020 National Electrical Code, Article 600

The Permit Applicant must submit a Sign Permit Application, the required plans and information for **each** sign intended to be installed. Payment is not due until release of Permit.

### **Permit Application**

The first step in acquiring a Sign Permit is to fill out a Sign Permit Application. It is important to fill out all applicable areas of the Permit Application. A signature in the upper right-hand box of the application is also required. Sign Permit Applications may be signed by either the property owner or authorized agent (Permit Applicant).

### **Additional Required Information (Plan Submittal)**

In addition to the completed and Signed Permit Application, the following information must also be submitted for each:

#### **1. Building Sign – Non Electric or Electric**

- **Three (3) sets of elevation drawings** clearly indicating the **size of the façade** and the **size of the sign**. For multi-tenant buildings, only the size or area of the **tenant space** need to be shown for determining the individual tenant sign requirements.

## **Building Signs continued:**

- *If the sign is electric* – Sign drawing must include **electrical schematics**. **The disconnect location must be indicated on the electrical schematics**. In addition, all electrical signs must be installed in accordance with the manufacturer's installation, instructions. Therefore, **three (3) copies of the manufacturer's instructions and information** must also be submitted.
- Building signs may be:
  - Installed parallel to and attached to the face of the building and shall project no more than (18) inches over public sidewalk;
  - Installed perpendicular to and attached to the face of the building shall not project more than four (4) feet from the face of the building; or
    - Building signs may not project above the roofline or top of a parapet.
    - Total surface area of signs on any building façade may not exceed 1.50 square feet per lineal foot of façade.
    - Individual tenants within a building are limited to 1.50 square feet of signage per lineal foot of façade for the occupied tenant space.
    - Sign area shall not exceed two hundred (200) square feet for an occupied tenant space.
    - Design style for all street address numbers and letters are subject to approval by the Code Official. The style as indicated on drawings for review and approval must represent the final product.
    - **All electric signs must be UL listed and labeled** and inspected and approved by an East Lampeter Township electrical Official/Inspector prior to energizing the sign circuit. Sign Applicant and/or sign contractor must provide the East Lampeter Township Electrical Code Official/Inspector access to all electrical, wiring, equipment and devices associated with the sign.

## **2. Freestanding Sign – Non-Electric or Electric**

- **Three (3) sets** of drawings of the sign, either drawn to scale or clearly dimensioned, which indicate **all materials and construction details**.
- *If the sign is electric* - Sign drawing must include **electrical schematics**. **The disconnect location must be indicated on the electrical schematics**. In addition, all electrical signs must be installed in accordance with the manufacturer's installation, instructions. Therefore, **three (3) copies of the manufacturer's instructions and information** must also be submitted.
- **Property street numbers must be placed on all freestanding signs** and be displayed at least five (5) feet above finished grade. Street numbers must be approved by the Code Official and included on the submitted drawings.

## **Freestanding Signs continued:**

- Street numbers must be of a size and design, which are easily identifiable and legible from moving traffic in the street at a distance of 100' (3" high numerals with  $\frac{3}{4}$ " stroke).
- Style as indicated on submitted drawings must represent the final product. The Code Official will approve the design style for all street numbers.
- **Three (3) copies** of a detailed **site plan** must be submitted for all freestanding signs. The site plan must clearly indicate the **property lines**, all **right-of-ways**, **easement lines** and **site triangles (50' Access Drive or 100' Street)** on the property, **including road frontage dimension**. The location of the sign must be **clearly** indicated on the site plan. **Minimum required setback** from street right-of-way is ten (10) feet (Zoning requirement).
  - **Applications for freestanding signs shall be submitted with calculations from a registered Architect or professional Engineer recognized by the State of Pennsylvania.** These calculations must indicate compliance with the applicable wind and structural load requirements of the 2018 IBC.
  - All electric signs must be **UL listed and labeled** and inspected and approved by an East Lampeter Township Code Official or designated representative prior to energizing the sign circuit.
  - Sign Applicant and/or sign contractor must provide access (approved ladder or boom truck) to the East Lampeter Township Electrical Code Official or designated representative in order to inspect all electrical wiring, equipment and devices associated with the sign.

- **In Home Business Signs**

- **Three (3) sets** of drawings of the sign, either drawn to scale or clearly dimensioned.
  - In home business signs may not be larger than **four (4) square feet** in total area.
  - The style indicated on the drawings submitted for review must represent the final product.
  - The design style for all street address numbers is subject to approval by the Code Official and Zoning Official.

Only two (2) in-home business signs per property are permitted (only one (1) freestanding).