

# 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).

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## SIGN PERMIT APPLICATION

|   |                     |  |
|---|---------------------|--|
| <b>PROPERTY OWNER</b>   | PHONE #             | "I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as an authorized agent and I agree to conform to all East Lampeter Township Ordinances as well as all statues and regulations of the Commonwealth of Pennsylvania, including compliance with and assuring compliance by all contractors and sub-contractors with the Pennsylvania Workers' Compensation Reform Act of 1993." |
| ADDRESS (NO PO BOXES)   |                     |  |
| CITY  | STATE      ZIP CODE |  |
| <b>APPLICANT PRINTED NAME</b>   | E-MAIL ADDRESS      |  |
| ADDRESS (NO PO BOXES)   |                     |  |
| CITY  | STATE      ZIP CODE |  |
| <b>CONTRACTOR</b>   | PHONE #             | <b>Signature of Property Owner or Authorized Agent (REQUIRED)<br/>(Permit Applicant)</b>   |
| ADDRESS (NO PO BOXES)   |                     |  |
| CITY  | STATE      ZIP CODE |  |
|   |                     | <b>Printed Name of Property Owner/Authorized Agent (Permit Applicant)</b>  |
| <b>PROJECT LOCATION (Address, City, State, Zip, Suite # (Required))</b> |                     |  |

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Public Use Sign               | <input type="checkbox"/> Freestanding Sign, No Electric        | <input type="checkbox"/> Attached Building Sign, No Electric |
| <input type="checkbox"/> Development Sign              | <input type="checkbox"/> Freestanding Sign, Electric           | <input type="checkbox"/> Attached Building Sign, Electric    |
| <input type="checkbox"/> Billboard Sign (C-2 & I only) | <input type="checkbox"/> Center Identification Sign            | <input type="checkbox"/> In-Home Business Sign               |
| <input type="checkbox"/> Permanent Banner Sign         | <input type="checkbox"/> Temporary Banner Sign (3 months only) |  |

Total Sign Area: \_\_\_\_\_ Square Feet      Distance from grade to top of sign: \_\_\_\_\_ Feet

Cost of sign and installation:\$ \_\_\_\_\_ If indirect lighting is to be utilized, are electric light circuits existing?     Yes     No

### SIGN PERMIT CONDITIONS

- \* Permit Applicant or responsible party must have possession of the sign permit before the start of the sign installation work and before the scheduling of any required inspection.
- \* Permit Applicant is responsible for scheduling all required inspections, for example, footing for freestanding signs prior to the placement of concrete, underground electrical wiring/conduit prior to back fill, electrical rough-in, attachment to wall and final inspection.
- \* Permit Applicant is responsible for providing access (ladder or bucket truck) to Township Code Officials for the purpose of inspection.
- \* Electrical signs shall not be energized until the branch circuit feeding the sign and all electrical sign components are inspected and approved by Township Code Official.
- \* All electrical signs shall be UL listed. Approved plans and specifications must be available at the job site at the time of inspection.
- \* All work must be performed in accordance with the Township approved plans, manufacturer's installation instructions, and UL and National Electrical Code requirements.
- \* All work shall be completed, inspected and approved within one (1) year of the permit issuance date.



**Failure to comply with all Township Rules, regulations, codes and ordinances may result in revocation of this permit and subject the applicant to prosecution.**

### BELOW FOR TOWNSHIP USE ONLY

|                      |                      |                      |                        |
|----------------------|----------------------|----------------------|------------------------|
| PERMIT NUMBER: _____ | DATE RECEIVED: _____ | DATE APPROVED: _____ | ZONING DISTRICT: _____ |
|----------------------|----------------------|----------------------|------------------------|

FEE PAID \$ \_\_\_\_\_     CASH     CHECK NO. \_\_\_\_\_

\_\_\_\_\_  
ISSUING OFFICER

# Workers Compensation Insurance Coverage Information

(Attach to Sign Permit Application)

(If work is being done by homeowner you are exempt from this form)

## A. THE APPLICANT IS: **(THIS INCLUDES ALL SUBCONTRACTORS)**

A contractor within the meaning of the Pennsylvania Workers Compensation Law

Yes       No

If the answer is "**YES**" complete Section (B), If "**NO**" complete Section (C).

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## B. INSURANCE INFORMATION:

Name of applicant: \_\_\_\_\_

Federal or State employer identification No. \_\_\_\_\_

Applicant is a qualified self-insurer for workers compensation.

Certificate attached

Name of Workers Compensation Insurer: \_\_\_\_\_

Workers Compensation Insurance Policy No. \_\_\_\_\_

Certificate attached

Policy Expiration Date: \_\_\_\_\_

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## C. EXEMPTION:

Complete Section C if the applicant is a contractor claiming exemption from providing Workers Compensation Insurance. **(MUST GET NOTARIZED)**.

*The undersigned swears or affirms that he/she is not required to provide Workers Compensation Insurance under the provisions of Pennsylvania's Workers Compensation Law for one of the following reasons, as indicated:*

**Contractor with no employees.** Contractor prohibited by law from employing any individual to perform work pursuant to this building permit unless contractor provides proof of insurance to the township.

**Religious exemption under the Workers Compensation Law.**

Subscribed and sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
(Signature of Notary Public)

My commission expires: \_\_\_\_\_

(SEAL)

Signature of Contractor \_\_\_\_\_

Address \_\_\_\_\_

County of \_\_\_\_\_

Municipality of \_\_\_\_\_