

HATFIELD TOWNSHIP

Sign Permit Application Procedures

A sign permit is required for all new, renovated or relocating of any sign.

PART I – Location of Property – Address, Zoning District, Parcel Number and Lot & Block must be provided on all applications.

PARTS II thru VII – Complete every section.

PART VIII – Sign and date application. If property resident is not the owner of the property, a notarized statement indicating the owner's approval of the proposed construction must be submitted with the application. Provide phone numbers where property owner/resident and contractor may be reached. Contractors making application must provide a Certificate of Insurance verifying coverage for Worker's Compensation and their Federal or State Employer Identification Number (EIN).

PART IX - Plot Plan – Show all dimensions of entire property (length x width and square feet of entire lot). Identify streets adjacent to property. Place all buildings, with size dimensions (length and width) indicated, within property lines and indicate whether existing or proposed. **The property owner is responsible for the accuracy of this plot plan. Any easements or deed restrictions must be indicated.**

PLANS AND SPECIFICATIONS

- Two (2) copies of all plans and specifications must be submitted with all applications for sign permit. Cross Section Drawings, giving structural details as outlined below, must be included (see sample drawings attached).
- For illuminated signs, an Electrical Permit Application is also needed.

- A. **DIMENSIONS** – Show all dimensions of proposed sign – height, width and length.
- B. **PIER/ FOOTINGS** – Give all foundation information – depth of excavated footings to the finished grade and width of footings. Indicate depth of concrete in footings (minimum 36"). Indicate PSI (pounds per square inch) of concrete and/or other sub-materials.
- C. **MAIN BEAMS** – Give size and description of materials of beam and column supports. Spans between columns must be indicated. If using *Manufactured Beams*, structural plans must be sealed by engineer or architect.
- D. **ATTACHING TO EXISTING STRUCTURE** – Indicate method of attachment to proposed structure to the existing structure, if applicable.
- E. **ADDRESS NUMBERS** – Provide the street address number on any new or relocated main business identification sign. The number shall be placed on both sides of a dual sided sign, either on the sign surface or the supporting framework. The numbers shall be unobstructed, clearly visible from the street in both directions, a minimum of 6 inches in height, contrasting from the background, and be a minimum of 36 inches above finished grade or the top of landscape plantings.

ADDITIONAL INFORMATION

FEES – Permit fees must be submitted with the permit application. If paying by check, please make check payable to “Hatfield Township”.

REVIEW – The application will be reviewed by the Code Enforcement and Zoning Departments for compliance with all Township codes and ordinances.

PERMIT GRANTED – **Work may not start until a permit has been approved and granted.** The permit cards are to be displayed so as to be visible from the street.

PLUMBING, ELECTRICAL AND HVAC – All plumbing, electrical, heating and air conditioning contractors and/or their personnel must be registered and provide a Certificate of Insurance verifying Worker’s Compensation coverage, and Federal or State Employer Identification Number (EIN). In addition, each contractor must obtain the appropriate permits for the work to be done. All electrical work must be inspected by United Inspection Agency. 215-542-9977

INSPECTIONS – Call the Township office (215-855-0900) at least 24 hours in advance to schedule each inspection. All electrical inspections will be preformed by UNITED INSPECTION AGENCY, INC. (215-542-9977). Responsibility for notification for inspections at the various stages of construction lies with the applicant and/or contractor. If the appropriate inspections are not requested, uninspected work will not be granted final approval.

HATFIELD TOWNSHIP

Sign Permit Application

I - LOCATION OF PROPERTY

Address: _____ Suite: _____ City: _____

State: _____ ZIP: _____

Business/Tenant Name: _____

II - OWNERSHIP

☐ Private ☐ Public ☐ Tenant ☐ Other _____

III - IDENTIFICATION – To be completed by all applicants

APPLICANT Name: _____ Phone: _____

Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

OWNER Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

CONTRACTOR Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Builder's Twp. License No. _____ Expiration Date: _____

ARCHITECT Name: _____ Phone: _____

ENGINEER

Address: _____

City: _____ State: _____ Zip Code: _____

IV - TYPE OF CONSTRUCTION OR IMPROVEMENTS

☐ New ☐ Alteration/Renovation ☐ Repair or Replacement

V - SIGN DETAILS (Please check the following)

☐ Illuminated* ☐ Neon ☐ Roof ☐ Advertising ☐ Trade Name
☐ Free Standing ☐ Wall ☐ Digital ☐ Directory ☐ Temporary

of Illuminated Signs*: _____ **# of Non-Illuminated Signs:** _____

VI - SIGN MATERIALS (please check the following)

☐ Plastic ☐ Wood ☐ Metal ☐ Glass ☐ Masonry ☐ Stone ☐ Brick

VII - COST

Cost of Construction Improvements \$_____

PART VII – FEE (see fee schedule)

PERMIT FEE: \$_____

VIII - SIGNATURE

Deposit of Check Representing the Fee for this Application does not Constitute Approval of or Granting of Same by Hatfield Township. 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 his agent and we agree to conform to all applicable laws of Hatfield Township.

SIGNATURE OF APPLICANT

DATE

IX - SITE OR PLOT PLAN – Please provide or attach plot plan details. See attached.

SCHEDULE OF FEES

SIGN FEES:

Non-Illuminated Signs

\$175.00 for the first sign
\$60.00 each additional sign

Illuminated Signs*

\$185.00 for the first illuminated sign
\$75.00 each additional sign

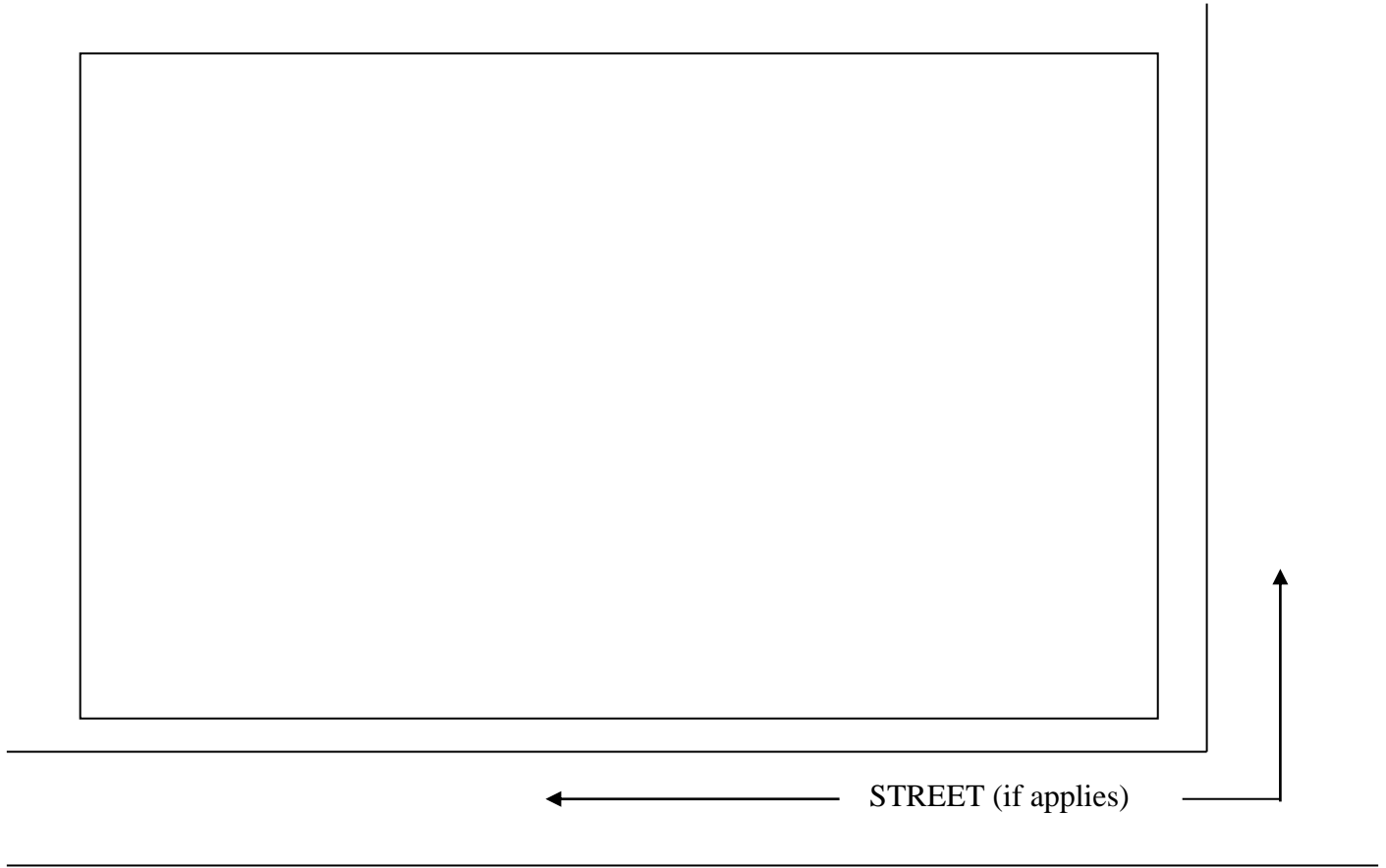
Re-Inspection Fee

\$100.00 Fee may be applied if a third inspection is necessary.

***For illuminated signs, an electrical permit application and fee must accompany a sign permit.**

NOTE: ALL ELECTRICAL WORK must be inspected by **UNITED INSPECTION AGENCY, INC.**
(215-542-9977). Inspection and Plan Review fees are included in permit fees.

PLOT PLAN (Location of sign on lot)



BUILDING LOCATION (Location of sign on building)

