



Department of Code Compliance
 1840 Municipal Drive • Lancaster, PA 17601-4105
 (717) 569-6406 Ext. 6 Fax (717) 560-4183
 codecompliance@manheimtownship.org
 www.manheimtownship.org

SIGN PERMIT

Please use ball point pen and press hard!

Filing Date: _____

Permit Number: _____

PROPERTY OWNER'S NAME		PHONE NO.	"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 Manheim Township Ordinances as well as all statutes 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." _____ <i>Signature of Property Owner or Authorized Agent (Permit Applicant)</i> _____ <i>Printed Name of Property Owner or Authorized Agent (Permit Applicant)</i>
ADDRESS (NO P.O. BOXES)			
CITY	STATE	ZIP CODE	
CONTRACTOR'S NAME	CONTACT NO.	FAX NO.	
ADDRESS (NO P.O. BOXES)			
CITY	STATE	ZIP CODE	
PROJECT CONTACT PERSON NAME & PHONE NUMBER		EMAIL ADDRESS	
TENANT'S NAME (IF DIFFERENT THAN PROPERTY OWNER)		PHONE NO.	
PROJECT ADDRESS (NO LOT #S)			

CHECK ALL BOXES THAT APPLY

- | | | |
|--|---|---|
| <input type="checkbox"/> Freestanding Sign, No Electric | <input type="checkbox"/> Banner | <input type="checkbox"/> (2) Sign Plans, If Applicable |
| <input type="checkbox"/> Freestanding Sign, Electric | <input type="checkbox"/> Home Occupation Sign | <input type="checkbox"/> (2) Bldg Elevations, Attached Bldg Sign |
| <input type="checkbox"/> Attached Building Sign, No Electric | <input type="checkbox"/> Development Sign | <input type="checkbox"/> (2) Electrical Plans/Specs for Elec. Signs |
| <input type="checkbox"/> Attached Building Sign, Electric | <input type="checkbox"/> Public Use Sign | <input type="checkbox"/> (2) Lighting Type Specifications |
| <input type="checkbox"/> Center Sign | <input type="checkbox"/> PRD Development | |



Know what's below.
Call before you dig.

Total Sign Area: _____ Square Feet Distance from grade to highest point 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 scheduling any required inspections.
- 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 backfill, electrical final and sign final.
- Call Manheim Township Code Compliance at (717) 569-6406 ext. 6 to schedule all footing for freestanding signs prior to the placement of concrete and sign final inspections. Final inspections must be scheduled within seven (7) days of sign installation.
- **Call one of the following agencies to schedule all electrical sign inspections (underground wiring/conduit prior to backfill, electrical final, etc.): Associated Building Inspection (ABI) 866-733-1654 ext. 103, or Code Administrators, Inc. (CAI) 717-859-3350, or Middle Department Inspection Agency, Inc. (MDIA) 717-873-7442. The 3rd-party electrical inspection agency will directly invoice the Permit Applicant or Property Owner for all electrical inspection(s).**
- Permit Applicant is responsible for providing access (ladder or bucket truck) to the inspector for the purpose of inspection.
- All electrical signs shall not be energized until the branch circuit feeding the sign and all electrical sign components are inspected and approved by a Maheim Twp. Contracted 3rd -party electrical inspection agency.
- 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 six (6) months 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

SIGNATURE OF CODE OFFICIAL

Zoning District: _____

PERMIT FEE \$ _____ UCC FEE \$ _____ ZONING REVIEW FEE \$ _____

FINAL INSPECTION APPROVAL: Code Official _____ Date _____

