



Requirement checklist to obtain a building permit for a:

### COMMERCIAL SIGN

- Completed 3 page Commercial Application (needs to be legible and signed)
  - Land Use Permit (signed/approved by the Municipality)
  - 2 sets of drawings (drawings must be signed and sealed by architect/engineer)
  - 2 copies of site plans (include all existing structures, proposed structure and their distances to all lot lines)
  - Copy of the Contractors Certificate of Liability Insurance if contracting out the work  
OR  
If doing the work yourself submit a signed Workers Compensation Certificate of Liability
  - Driving directions from a known landmark or intersection
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- ✓ After submitting all required documents your application will be reviewed.
  - ✓ PMCA will contact you to let you know if your application has been approved or denied.
  - ✓ When the project is approved you will be notified the Building Permit is ready. Prior to obtaining the building permit all charges (i.e. administrative, inspections fees) must be paid.
  - ✓ Be advised additional fees may be applied, throughout the project, for failed or missed inspections.



**EXISTING AND PROPOSED SIGN INFORMATION:**

**SIGN # 1**

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Off premise \_\_\_\_\_ On premise \_\_\_\_\_ U.L. # \_\_\_\_\_  
 Existing       Proposed       Temporary       Permanent

**Type of Sign:**

- |  |                                     |                                      |
|--|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Freestanding    | <input type="checkbox"/> Marquee    | <input type="checkbox"/> Combination |
| <input type="checkbox"/> Wall            | <input type="checkbox"/> Roof       |                                      |
| <input type="checkbox"/> Ground Monument | <input type="checkbox"/> Projecting |                                      |

HAGL (Height above Grade Line) \_\_\_\_\_

Sign Dimensions: Length \_\_\_\_\_ Width \_\_\_\_\_ Square Feet \_\_\_\_\_

Percentage of sign area that is animated: \_\_\_\_\_

Type of Illumination: \_\_\_\_\_

Cost of Construction: \$: \_\_\_\_\_

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**SIGN # 2**

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Off premise \_\_\_\_\_ On premise \_\_\_\_\_ U.L. # \_\_\_\_\_  
 Existing       Proposed       Temporary       Permanent

**Type of Sign:**

- |  |                                     |                                      |
|--|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Freestanding    | <input type="checkbox"/> Marquee    | <input type="checkbox"/> Combination |
| <input type="checkbox"/> Wall            | <input type="checkbox"/> Roof       |                                      |
| <input type="checkbox"/> Ground Monument | <input type="checkbox"/> Projecting |                                      |

HAGL (Height above Grade Line) \_\_\_\_\_

Sign Dimensions: Length \_\_\_\_\_ Width \_\_\_\_\_ Square Feet \_\_\_\_\_

Percentage of sign area that is animated: \_\_\_\_\_

Type of Illumination: \_\_\_\_\_

Cost of Construction: \$: \_\_\_\_\_

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**SIGN # 3**

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Off premise \_\_\_\_\_ On premise \_\_\_\_\_ U.L. # \_\_\_\_\_  
 Existing       Proposed       Temporary       Permanent

**Type of Sign:**

- |  |                                     |                                      |
|--|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Freestanding    | <input type="checkbox"/> Marquee    | <input type="checkbox"/> Combination |
| <input type="checkbox"/> Wall            | <input type="checkbox"/> Roof       |                                      |
| <input type="checkbox"/> Ground Monument | <input type="checkbox"/> Projecting |                                      |

HAGL (Height above Grade Line) \_\_\_\_\_

Sign Dimensions: Length \_\_\_\_\_ Width \_\_\_\_\_ Square Feet \_\_\_\_\_

Percentage of sign area that is animated: \_\_\_\_\_

Type of Illumination: \_\_\_\_\_

Cost of Construction: \$: \_\_\_\_\_

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## DIRECTIONS TO THE SITE LOCATION

Please give directions to the work site from a known landmark and/or intersection. Use a directional drawing also in the space provided below if that would assist.

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Site Street Address: \_\_\_\_\_

Directions: \_\_\_\_\_

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Use this space if needed to further clarify the site location:

Please Note: Inspectors cannot inspect what they cannot find, Be certain the directions are clear. Use Road or Street names, distances between turn offs, and the direction of that travel (North South East or West). Landmarks are very helpful.

### When applying for a building permit you need the following:

- Fill out the appropriate application answering all question applicable to your job. Application must be legible and signed. (2 copies)
  - A Site Plan showing the location of the existing improvements/structures on your property and approx. distances to all property lines, well, septic system, driveway, etc. Also show the location of the proposed construction. (2 copies)
  - Drawings showing details of the construction you want to do. (2 copies)
  - If you are doing the work please fill out the Workers Comp Cert of Liability OR if you will be contracting out the work PMCA needs a copy of the contractor's certificate of liability insurance.
  - A copy of the signed Land Use Permit from the Municipality (Borough or Township)
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### After Building Permit Application is submitted:

- After submitting all required documents your application will be reviewed.
  - PMCA will contact you with an approval or denial.
  - If approved, your permit will be issued and the inspection & administrative fees are due when you pick up the permit. You will also obtain a copy of your original application and stamped set of plans.
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### After the Building Permit is issued:

- The Building Permit placard and municipal placard are to be visible on site at all times during the construction process.
- To schedule and inspection call the office where your permit was submitted to schedule an inspection. Be prepared to have your Permit Number, address and type of inspection you are requesting. If you call on a work day and provide all the needed information prior to 3:00 p.m. every effort is made to schedule the inspection for the following work day.
- The copy of your application and approved plans are to remain on site when the building inspectors come for inspections. Be advised: we cannot inspect if these are not on site and you may incur additional costs due to extra trip(s) by the inspector.

**✓ Checklist for the Site Plan to be provided with the Building Application**

1. Site plans are essential and must be clearly legible and reproducible regardless of the reason for requesting the permit.
2. Use an 8 ½" X 11" sheet of paper at minimum.
3. After locating all the structures on your property show distances in feet to the lot lines and between the structures.

**Provide dimensions of the property getting the proposed improvement**

- Drawing of approx. property layout (Can use hand drawing, photocopy of survey, etc.)
- Acreage (Refer to deed or survey drawing)
- Approx. boundary dimensions (Can be from the deed, field measurement, or a survey drawing)
- Parcel Number (Not mandatory – obtained from deed or property tax notice)

**Existing Buildings / Structures with Corresponding Dimensions**

- |                  |  |
|------------------|--|
| ○ Houses         | ○ Deck / Patios                                    |
| ○ Sheds          | ○ Other buildings or structures on the property    |
| ○ Barns          | ○ Location of on lot well and septic IF applicable |
| ○ Swimming Pools |  |

**Proposed Improvement(s)**

- Proposed Structure Dimensions (House, Shed, Barn, Addition, Deck, etc.)
- Location of Proposed Driveway and Sidewalk

**SAMPLE SITE PLAN ►**

