



BENSALEM TOWNSHIP

Building and Planning Department
 2400 Byberry Road • Bensalem, PA 19020
 Office 215-633-3644 • Fax 215-633-3753

Permit #	_____
Fee: \$	_____

APPLICATION FOR SIGN PERMIT

GENERAL	<input type="checkbox"/> NEW SIGN <input type="checkbox"/> REFACING EXISTING SIGN <input type="checkbox"/> REPAIR EXISTING SIGN <input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY								
	NUMBER OF ALL SIGNS PRESENTLY ON PROPERTY:								
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%;">Wall:</td> <td style="width:25%;">Freestanding:</td> <td style="width:25%;">Roof:</td> <td style="width:25%;"></td> </tr> <tr> <td>Fascia:</td> <td>Projecting:</td> <td>Window:</td> <td></td> </tr> </table>	Wall:	Freestanding:	Roof:		Fascia:	Projecting:	Window:	
Wall:	Freestanding:	Roof:							
Fascia:	Projecting:	Window:							
PROPOSED SIGN TYPE <small>Check All That Apply</small>	<input type="checkbox"/> Freestanding <input type="checkbox"/> Fascia <input type="checkbox"/> Outdoor Billboard <input type="checkbox"/> Wall <input type="checkbox"/> Window <input type="checkbox"/> Projecting <input type="checkbox"/> Canopy <input type="checkbox"/> Combination Sign _____ <small>(describe)</small> <input type="checkbox"/> Overhead/Banner _____								
PROPOSED SIGN INFORMATION	<p><u>Location of Sign</u> Street No. and Name _____ Tax Parcel No. _____</p> <p><u>Minimum Setbacks Required by Ordinance</u> (shown in ft) Front _____ Rear _____ Right Side _____ Left Side _____ Sign Dimensions: _____ (height) X _____ (width) = _____ Sq Ft Sign Material(s): _____ Method of attachment: _____ Illumination <input type="checkbox"/> None <input type="checkbox"/> Electrical <input type="checkbox"/> Incandescent <input type="checkbox"/> Fluorescent <input type="checkbox"/> Neon</p>								
SIGN TYPE(S)	<p><u>Projecting/Canopy:</u> Projecting from wall _____ inches Lot frontage _____ feet Setback (from centerline of road) _____ feet Vertical clearance from walkway _____ feet Height of Sign _____ feet</p> <p><u>Freestanding:</u> Lot Frontage _____ feet Setback (from centerline of road) _____ feet Height of Sign (feet from natural ground level) _____ feet Distance from end of Building _____ feet</p> <p><u>Fascia:</u> Projecting from wall _____ feet Height above Building _____ feet Height clearance from Sidewalk _____ feet Distance from end of Building _____ feet</p> <hr/> <table style="width:100%;"> <tr> <td style="width:50%;">Window:</td> <td style="width:50%;">Wall:</td> </tr> <tr> <td>Total Area of Window _____ Sq ft</td> <td>Total Area of Sign _____ Sq ft</td> </tr> <tr> <td>Total Area of Sign _____ Sq ft</td> <td>Total Area of Wall _____ Sq ft</td> </tr> </table>	Window:	Wall:	Total Area of Window _____ Sq ft	Total Area of Sign _____ Sq ft	Total Area of Sign _____ Sq ft	Total Area of Wall _____ Sq ft		
Window:	Wall:								
Total Area of Window _____ Sq ft	Total Area of Sign _____ Sq ft								
Total Area of Sign _____ Sq ft	Total Area of Wall _____ Sq ft								

OVERHEAD & BANNER SIGNS

The applicant assumes full responsibility for erecting, maintaining and removing the banner or sign and all liability for damages occurring to any persons or property resulting from any act or omission associated with the banner or sign.

Sign Banner

_____ (Authorized Signature Assuming Responsibility)

Message on sign or banner: _____

State Route: _____ Segment: _____ Offset: _____ Size (length & width): _____

Vertical Clearance Above Roadway (minimum 17'5"): _____

Install Date: _____ Remove Date: _____

ADDITIONAL INFORMATION

- All requested information is required to be filed at the time of application.
- Incomplete applications will not be processed.
- All new signs require a building permit.
- Sub-division and development signs shall not be erected more than 60 days prior to start of construction and shall be removed when construction is complete.
- Promotional, special event, seasonal sales, etc. signs may be erected for a period not to exceed 15 days and require Zoning Officer approval.

PLAN REQUIREMENTS

Two copies of detailed plans and specifications for the proposed sign must accompany this application. These must be signed and sealed by a PA licensed architect or engineer. These plans must detail existing conditions on the site including existing signs, buildings, parking areas, driveways, streets and all ultimate rights-of-way. Also include the location of the nearest freestanding, roof, fascia, projecting or outdoor advertising (BILLBOARD) signs to the proposed sign.

- *Wall Sign* – the dimensions of the wall surface of the building to which it will be attached and the location where sign will be attached.
- *Free-Standing Sign* – the setbacks from property lines, buildings, driveways and edge of improved road or curb (shown on a plot plan). A plot plan, signed and sealed by a PA licensed architect or engineer is required.
- *Outdoor Advertising Billboard* – designate double or single face design as well as a description of the plant material to be planted adjacent to the sign as required by ordinance.
- The materials, finish, and the construction including loads (wind & seismic), stresses, anchorage, any illumination, and the fail-safe provisions for animated devices (if any).

Contact Information	Property Owner's Name (type or print)	Applicant's Signature (if other than owner)	Contractor (if other than Applicant)
Name			
Address			
Phone			
License #			
APPROVALS	NAME	TITLE	DATE
<input type="checkbox"/> YES <input type="checkbox"/> NO		<i>Zoning Officer</i>	
<input type="checkbox"/> YES <input type="checkbox"/> NO		<i>Building Inspector</i>	
<input type="checkbox"/> YES <input type="checkbox"/> NO		<i>Electrical Inspector</i>	
FOR B&P USE ONLY	Check #	Amount: \$	
	UCC-5	Township of Bensalem	Dept. of Building & Planning