



BENSALEM TOWNSHIP

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

APPLICATION FOR SIGN PERMIT

Permit #: _____
Fee: \$ _____

| | | | | | | | | | | | | | |
|--|--|---------------|--|---------------|--|-------|--|---------|--|-------------|--|---------|--|
| GENERAL | <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> NEW SIGN <input type="checkbox"/> PERMANENT </div> <div> <input type="checkbox"/> REFACING EXISTING SIGN <input type="checkbox"/> TEMPORARY </div> <div> <input type="checkbox"/> REPAIR EXISTING SIGN </div> </div> <p style="text-align: center; margin-top: 10px;">NUMBER OF ALL SIGNS PRESENTLY ON PROPERTY:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 2px;">Wall:</td><td style="border: 1px solid black; width: 100px;"></td> <td style="border: 1px solid black; padding: 2px;">Freestanding:</td><td style="border: 1px solid black; width: 100px;"></td> <td style="border: 1px solid black; padding: 2px;">Roof:</td><td style="border: 1px solid black; width: 100px;"></td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">Fascia:</td><td style="border: 1px solid black;"></td> <td style="border: 1px solid black; padding: 2px;">Projecting:</td><td style="border: 1px solid black;"></td> <td style="border: 1px solid black; padding: 2px;">Window:</td><td style="border: 1px solid black;"></td> </tr> </table> | Wall: | | Freestanding: | | Roof: | | Fascia: | | Projecting: | | Window: | |
| Wall: | | Freestanding: | | Roof: | | | | | | | | | |
| Fascia: | | Projecting: | | Window: | | | | | | | | | |
| PROPOSED SIGN TYPE <small>Check All That Apply</small> | <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> Freestanding</div> <div style="width: 33%;"><input type="checkbox"/> Fascia</div> <div style="width: 33%;"><input type="checkbox"/> Outdoor Billboard</div> <div style="width: 33%;"><input type="checkbox"/> Wall</div> <div style="width: 33%;"><input type="checkbox"/> Window</div> <div style="width: 33%;"><input type="checkbox"/> Projecting</div> <div style="width: 33%;"><input type="checkbox"/> Canopy</div> <div style="width: 33%;"><input type="checkbox"/> Combination Sign _____ <small>(describe)</small></div> <div style="width: 33%;"><input type="checkbox"/> Overhead/Banner _____</div> </div> | | | | | | | | | | | | |
| PROPOSED SIGN INFORMATION | <p><u>Location of Sign</u></p> <p>Street No. and Name _____</p> <p>Tax Parcel No. _____</p> <p><u>Minimum Setbacks Required by Ordinance</u> (shown in ft)</p> <p>Front _____ Rear _____ Right Side _____ Left Side _____</p> <p>Sign Dimensions: _____ (height) X _____ (width) = _____ Sq Ft</p> <p>Sign Material(s): _____</p> <p>Method of attachment: _____</p> <p>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></p> <p>Projecting from wall _____ inches</p> <p>Lot frontage _____ feet</p> <p>Setback (from centerline of road) _____ feet</p> <p>Vertical clearance from walkway _____ feet</p> <p>Height of Sign _____ feet</p> <hr/> <p><u>Freestanding:</u></p> <p>Lot Frontage _____ feet</p> <p>Setback (from centerline of road) _____ feet</p> <p>Height of Sign (feet from natural ground level) _____ feet</p> <p>Distance from end of Building _____ feet</p> <hr/> <p><u>Fascia:</u></p> <p>Projecting from wall _____ feet</p> <p>Height above Building _____ feet</p> <p>Height clearance from Sidewalk _____ feet</p> <p>Distance from end of Building _____ feet</p> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p><u>Window:</u></p> <p>Total Area of Window _____ Sq ft</p> <p>Total Area of Sign _____ Sq ft</p> </div> <div style="width: 48%;"> <p><u>Wall:</u></p> <p>Total Area of Sign _____ Sq ft</p> <p>Total Area of Wall _____ Sq ft</p> </div> </div> | | | | | | | | | | | | |

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 | | | |
| E-Mail | | | |
| License # | | | |

APPROVALS

A SIGNED COPY OF THIS APPLICATION IS REQUIRED PRIOR TO ISSUANCE OF PERMIT

| | | | |
|------------------|----------------------|------------|------------------------------|
| FOR B&P USE ONLY | Check # | Amount: \$ | |
| UCC-5 | Township of Bensalem | | Dept. of Building & Planning |