



# 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: \$ \_\_\_\_\_

<b>GENERAL</b>	<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								
	<b>NUMBER OF ALL SIGNS PRESENTLY ON PROPERTY:</b>								
	<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:							
<b>PROPOSED SIGN TYPE</b> <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 _____								
<b>PROPOSED SIGN INFORMATION</b>	<p><b><u>Location of Sign</u></b>          Street No. and Name _____          Tax Parcel No. _____</p> <p><b><u>Minimum Setbacks Required by Ordinance</u></b> (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>								
<b>SIGN TYPE(s)</b>	<p><b><u>Projecting/Canopy:</u></b>          Projecting from wall _____ inches          Lot frontage _____ feet          Setback (from centerline of road) _____ feet          Vertical clearance from walkway _____ feet          Height of Sign _____ feet</p> <p><b><u>Freestanding:</u></b>          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><b><u>Fascia:</u></b>          Projecting from wall _____ feet          Height above Building _____ feet          Height clearance from Sidewalk _____ feet          Distance from end of Building _____ feet</p> <table style="width:100%;"> <tr> <td style="width:50%;"><b><u>Window:</u></b></td> <td style="width:50%;"><b><u>Wall:</u></b></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>	<b><u>Window:</u></b>	<b><u>Wall:</u></b>	Total Area of Window _____ Sq ft	Total Area of Sign _____ Sq ft	Total Area of Sign _____ Sq ft	Total Area of Wall _____ Sq ft		
<b><u>Window:</u></b>	<b><u>Wall:</u></b>								
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.

\_\_\_\_\_ (Authorized Signature Assuming Responsibility)

Sign       Banner

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 <small>(type or print)</small>	Applicant's Signature <small>(if other than owner)</small>	Contractor <small>(if other than Applicant)</small>
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