

CITY OF ERIE APPLICATION FOR SIGN INSTALLATION

Permit #:	Date Issued:	Index #:
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Property Information

Property Address: _____

Zoning District: _____ Current Land Use: _____

Owner / Applicant Information

Name of Applicant (if different from owner): _____

Telephone: _____ Email: _____

Owner: _____ Tenant: _____ Contractor: _____

Name of Owner: _____

Owner Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

Job Description

Type of Sign: [Check all that apply]

_____ Wall Mounted _____ Pole Mounted _____ Monument

_____ Other [Describe] _____

Illuminated: _____ Yes _____ No

If yes, Name of Electrician _____

Telephone: _____ Email: _____

Scope of Work Description: _____

[See required supplemental information on Page Two]

Project Cost

Total Cost of all Labor and Materials: \$ _____

I/We hereby certify that all the above statements and the statements contained in any attached plans submitted here within are true to the best of my/our knowledge and belief.

Owner or Agent Signature

Date

APPLICATION FOR SIGN INSTALLATION REQUIRED SUPPLEMENTAL INFORMATION

The following information must be submitted with the application:

1. Scaled drawings of the proposed sign[s], showing –
 - Sign dimensions [length, width & depth]
 - Style / type of sign [wall-mounted, pole mounted, monument, etc.]
 - Materials and colors to be used
 - Type of illumination [internal, external]
 - Method of attachment / mounting hardware
2. If a wall or projecting sign: An elevation drawing, drawn to scale, of the building indicating the exact location of the proposed sign.
3. A plot plan indicating dimensions of the property, location of buildings, streets, driveways, planter areas, sidewalks, and all existing signs. Include dimensions of the building frontage, property dimensions and building setbacks.
4. Any additional information that will aid the reviewing of the proposed sign such as renderings, photography, etc.

The application and required supplemental information listed above may be emailed to permits@erie.pa.us (preferred). Applications may also be mailed to the address below, or dropped off at City Hall via a mail slot located at the State Street entrance labeled “Permits”.

Please label the submission “ATTN: Zoning – Room 407”.