

Application for Sign Permit

Permit # _____

Permit Fees \$ _____

Business Name: _____

Owner of Property/Building: _____

Property Address: _____

Owner Address: _____

Zoned District: _____

Phone: _____

Phone: _____

(Property Owner's Signature)

(Applicant's Signature)

Cost of Project: _____

PERMIT SIGNS

THE UNDERSIGNED SIGN CONTRACTOR HEREBY APPLIES FOR: _____

(Tenant's Business Name)

TO:

- Construct
- Alter
- Paint
- Relocate
- Enlarge

SAID SIGN IS A:

- Free-Standing Sign
- Wall Sign (includes channel letters)
- Awning Sign
- Marquee Sign
- Canopy Sign
- Projecting Sign
- Roof Sign
- Window Sign
- Mural

SUBMIT A SEPARATE SITE PLAN FOR POLE OR GROUND SIGN, INDICATION SETBACK FROM PROPERTY LINES.

Sign is illuminated? Yes No

Sign includes electronic message center? Yes No _____

Area of Message Center

Location of Building

Width of building: _____

- North Wall
- East Wall
- South Wall
- West Wall

Sign Description

Dimensions: _____ = Total Area: _____

Height of Free-Standing Sign: _____

MOBILE SIGN/TEMPORARY SIGNS

THE UNDERSIGNED SIGN CONTRACTOR HEREBY APPLIES FOR: _____

(Business Name)

Address of Business: _____

FOR: Number of Days: _____ From _____ Through _____

Zoning: _____ Sign Setback _____

NOTICE

The undersigned hereby agrees to comply in all respects with the provisions of the Outdoor Sign Code and Zoning Ordinance of the Borough of Indiana and agrees to hold and save the Borough of Indiana harmless from any damages arising from defective construction or disrepair of sign or damages from any sources arising from its erection, use of maintenance, and further agrees to assume all liability for damages from any cause as stated above.

Contractor

(Please PRINT COMPANY NAME) _____ PHONE NUMBER _____

Contractor Address: _____

Applicant Name _____

(Please PRINT)

(Signature)

(Date)

OFFICE USE ONLY

Footing: _____ Final _____

Zoning: _____

NOTES:

Front Yard Setback: _____

In Front Yard: _____

Out Front Yard: _____

Max Size: _____

Max Height: _____

Spacing: _____

Bldg. Line Dist: _____

Plan Review Approval: _____ Date: _____

Indiana Borough

Fees and Inspections

Permit fee. A sign permit fee shall be paid to the Borough of Indiana for each permit in accordance with the fee schedule set forth below:

SIGN PERMIT FEE SCHEDULE

Type of sign	price
Wall, awning, marquee, projecting and roof sign	\$75.00
Any wall, awning marquee projecting, and roof sign less than 20 square feet	\$40.00
Free – standing sign	\$120.00
Face change	\$40.00
Non-Advertising Mural Project	\$20.00
Re-Inspection/Re-review fee	\$35.00
Zoning Review - \$2.50 per thousand of the cost of the sign project with a minimum of \$25	

Attach a plan showing design of sign materials to be used, colors, lighting, and lettering, method of construction and means of attachment to the building or the ground. Such plans must be to scale and should include a sketch, photograph or rendering of the sign and a photograph or sketch of the area on the building where the sign will be located. For free standing signs, provide a site plan showing the location of the sign on the lot in relationship to property lines and buildings.

Signs kept in repair. All signs, together with all of their supports, braces, guys, and anchors shall be kept in repair and in proper state of preservation. The display surfaces of all signs shall be kept neatly painted or posted at all times.

Inspections

1. Footing and site location inspections shall be required by the Building Official for all grounds and pole signs.
2. All permanently installed signs containing electrical wiring shall be subject to the permits and inspections of the electrical code.

Electronic Signs - Contact the Zoning Department