

# Sign Permit Application

Borough of Dormont  
1444 Hillsdale Ave  
Pittsburgh, PA 15216  
412-561-8900



Non-Refundable Permanent Sign Application Fee: \$100.00  
Non-Refundable Temporary Sign Application Fee: \$10.00  
(Additional fees may apply based on Scope of Work proposed.)

*Applications that are completely filled-out and with the required supporting documents will be processed in the order they are received. All applications must have a valid property address, if the address is not valid your application will not be processed*

## **Sign Permit**

A Sign Permit is required to install or erect a new sign, or enlarge, modify an existing sign. All work on Signage must be performed under a Sign Permit. A permit may be required depending on type, size and projection of applicable signage

Sign Permit application process is two-fold.

**First component** is review and approval by the Zoning Department for the land use as regulated by the Zoning Code, **duration of time is 30 days from time Zoning Officer receives application.**

**Second component** is review and approval by the Building Department for the construction and safety as regulated by the current Building Codes, **duration of time is 30 days after Zoning approval.**

**No construction or installation work on signage shall begin until the Zoning department has approved signage and the Building Department has issued permit. No work shall be concealed until it has been inspected and approved. Any person who commences any work on a building or installs signage before obtaining the necessary permit(s) shall be subject to a penalty fee of \$150.00 in addition to the required permit fee(s).**

## **Site Information**

Address: \_\_\_\_\_ Lot & Block No. \_\_\_\_\_

Business Name to appear on sign \_\_\_\_\_

## **Business Owner**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

## **Building Owner**

Name \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

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## Proposed Sign Information

- Wall Sign     Ground Sign     Marque Sign     Pole Sign     Canopy Sign  
 Copy/Message Sign     Overhanging Sign     Temporary Sign

Business lineal frontage (width) \_\_\_\_\_  
(front wall of proposed business)

Sign dimensions: (height) x \_\_\_\_\_ (width) = \_\_\_\_\_ = (Sq. ft.) \_\_\_\_\_

Sign material (s): \_\_\_\_\_

Method of attachment: \_\_\_\_\_

Illumination:     Yes     No    Estimated cost of construction \$ \_\_\_\_\_

## Plans Required

Two (2) sets of detailed plans and specifications for proposed sign must accompany this application. These must be drawn at a scale of (1 inch = 20 feet) and on pages which are at least 11"x17" and sealed by a licensed architect or engineer. Drawings must show in detail:

- The dimensions of the sign and any supporting members.
- **If ground sign**, the height from the ground level to the top sign.
- **If 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.
- **If free-standing sign**, the setbacks from property lines, buildings, driveways and the edge of an improved road or curb (shown on a plot plan).
- the materials, finish, and the construction including loads (wind & seismic), stresses, anchorage, any illumination.
- identify the structural load the sign has been designed for (90 MPH wind and 30 PSF ground snow).
- Other pertinent engineering or construction data.

## **Signs exempt from architect or engineer drawings are:**

- Painted nonilluminated signs (signs can **not** be painted directly on the face of a building)
- Temporary signs
- Projecting signs not exceeding 2.5 square feet

## Contractor Information

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contractor Phone Number \_\_\_\_\_ Contractor Email \_\_\_\_\_

**Contractor must attach a copy of their current insurance certificate**

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Design Professional Name: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
(if applicable)

Professional Signature: \_\_\_\_\_ Email: \_\_\_\_\_

I certify that the information provided as part of this application is correct. I have read and acknowledge receipt of the requirements for installing a sign and certify that activities required for this permit will conform to the specifications and regulations of the Borough of Dormont. I understand that I am to abide by Building/Zoning rules and must obtain any additional permits pertaining to signage.

**Comprehensive Liability Insurance:**

Will the proposed sign abut or overhang any public sidewalk space? Yes \_\_\_ No \_\_\_

I hereby agree to be bound by the provisions of the ordinances, specifications, regulations and restrictions as may be imposed by the Borough of Dormont regarding this application. I verify that the statements made in this application are true and correct.

I understand that any false statements herein are made subject to the criminal penalties of 18 Pa.C.S. Â§ 4904, relating to unsworn falsification to authorities.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date of Application

*For internal use only – to be completed by Borough office*

**Zoning: Approved**

Plans and Specifications and Plot Plan for the above application have been examined for Zoning, and I hereby certify that this application complies with the Ordinances of the Borough of Dormont, Pennsylvania, and approve the issuing of this Permit for same, after paying a Fee \$\_\_\_\_\_.

Zoning District \_\_\_\_\_ Lot & Block \_\_\_\_\_ Zoning Hearing Y / N

\_\_\_\_\_  
Zoning Officer’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Official Signature

\_\_\_\_\_  
Date

**Zoning: Disapproved**

Reason for Disapproval \_\_\_\_\_

\_\_\_\_\_  
Zoning Officer’s Signature

\_\_\_\_\_  
Date

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**Please provide drawings and specifications below.**