

# Sign Permit Application

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



Non-Refundable Permanent Sign Application Fee: \$100.00  
(Additional fees will apply based on scope of work proposed)

No construction or installation work on signage shall begin until the Zoning Department has approved signage, and the Building Department has issued a permit. **For regulations on signage within the Borough of Dormont, please visit the Borough's online code at [Dormont Borough Code: Chapter 210 Development Code Section 210-503](#).**

## Site Information

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

Business name to appear on sign \_\_\_\_\_

## Tenant

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

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

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

## Building Owner

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

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

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

## Sign Type (check what applies)

- Wall Sign    Projecting Sign    Painted Mural Sign    Window Sign    Freestanding Sign  
 Access Sign    Awning Sign    Entranceway Sign    Roof Sign    Entranceway Sign  
 Sandwich Board Sign    Changeable Copy (channel letter features or electronic message center features)

Illumination:  Yes  No (Not permitted for Window Signs)

**Describe the Sign you are installing:** \_\_\_\_\_

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## Plans Required

One (1) set of detailed plans and specifications for the proposed sign must accompany this application (electronic media documents are permitted). Plans shall be drawn to scale and sealed by a registered design professional (licensed architect or engineer). Freestanding monument signs must submit a copy of a site plan drawn to scale on a property survey showing the placement of the proposed freestanding sign.

Sign plans shall describe the following (Item in bold are mandatory):

- **Sign dimension and any supporting members. (height) \_\_\_\_\_ (width) \_\_\_\_\_**
- **Front facade dimension (wall surface of the storefront). (height) \_\_\_\_\_ (width) \_\_\_\_\_**
- **Total square footage of front facade glazing. \_\_\_\_\_**
- How far does the sign extend from the building facade. \_\_\_\_\_
- Site Plan-show setbacks on site plan with the distance in feet to the front, side, and rear property lines (if required)
- Sign material-describe the material type: wood, metal, acrylic, plastic, etc.
- Method of attachment-describe the support and/or attachment of the sign, wind design, loads and stresses.
- Illumination-all electrical details must be shown on drawings.

**Note:** The following sign types do not require design professional stamped plans.

- painted mural sign.
- sandwich board sign.
- window sign. (decal signs are **not** permitted)

Estimated cost of construction: \$ \_\_\_\_\_

## Contractor Information

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

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

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

**Contractors must attach a copy of their current insurance certificate.**

## Design Professional

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

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

## Comprehensive Liability Insurance:

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

