



**ENGINEERING
DEPARTMENT**

4975 DeMoss Road
Reading, PA 19606
610-779-5702

APPLICATION FOR SIGN PERMIT

LOCATION

Address: _____ PIN#: _____
 Cross Streets: _____ and _____
 Zoning District: _____ Property Use: _____

IDENTIFICATION

Owner: Name: _____ Phone#: _____
 Address: _____
Contractor: Name: _____ Phone#: _____
 Address: _____
 Email: (for insp. notifications) _____

SIGN INFO

Use: _____ **Type:** _____ **Size:** Length: _____ Height: _____
Distance above ground level: _____ **Manufacturer:** _____
Illuminated/Lighted? Yes No If Yes, give details: _____

Estimated Costs: _____

SUBMISSION CHECKLIST

- ___ **Submit Site Plan** (showing: streets, dimensions, easments, property lines, structures, and sign location)
- ___ **Submit Specifications** (scaled drawing, manner of installation, type of construction, and list of materials)
- ___ **If contractor, submit proof of Worker's Compensation Insurance and Letter of Authorization or copy of signed contract authorizing you to do work.**
- ___ **Submit Fees** - Due at time of application, will not be processed without fees. (0-25 sq. ft - \$100.00; 26-99 sq. ft. - \$200.00; 100-299 sq. ft. - \$300.00; 300 sq. ft. or more - \$500.00; Replacement of sign face for existing permitted structure - \$100.00; if necessary, actual costs of engineer review fees; Issuance Fee - \$5.00; PA UCC L&I Fee - \$4.50; electronic signs-additional \$200)

By signing this application you state that you shall adhere to the requirements of the Exeter Township Sign Ordinance and the sign will be erected according to the accompanying plans and specifications.

Name: _____ Signed: _____ Date: _____