



## City of Meadville Pennsylvania

### Signs

#### Plan submission requirements for signs requiring building permits

\_\_\_ Two sets of drawings signed and sealed by a Pennsylvania design professional that show the design and construction of all material, loads and stresses, including type/spacing/location of connections and the dimensions of the sign. (*drawings do not have to be signed and sealed if designer is not being compensated and the project involves no structural stresses or new foundations*)

\_\_\_ Drawings must be in compliance with Appendix H of the 2006 IBC and Article 1309 of the Meadville Zoning Code.

\_\_\_ Site plan showing placement of sign on lot and/or building.

\_\_\_ Support structure of attachment of sign (bolts, lags, substrate material, etc.).

\_\_\_ Type of lighting and electrical wiring method, size, type and location, including disconnects required. (Reference NEC Article 600).

\_\_\_ Height of sign from grade.

\_\_\_ Contractor's workers compensation insurance certificate or signed affidavit of exemption.

#### Fees

Administrative/zoning:	.0035 times construction cost, \$20 minimum
State permit fee:	\$4 per UCC permit
Plan review and inspection costs:	\$75 for wall, projecting or roof signs \$75 + \$1/square foot for new freestanding or electrified
Certificates of occupancy:	\$25

Permits must by law be issued within 30 business days from date of complete plan submission. All fees must be paid prior to permit issuance. Inspections are required and must be coordinated with the inspector as listed on the permit.

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#### Signs requiring a sign permit only (\$25 fee)

- Submit a sketch on 8 ½ x 11 sheet of paper, showing dimensions and rendering of sign face, plus a list of other signs on the property, including their dimensions and type.
- Generally, any sign in a window, temporary and portable signs do not need permits but are regulated by zoning. Please contact the zoning office at 814.333.3351 for more information.

*Based on Section 403.21(a)(12) of the Pennsylvania Uniform Construction Code; Article 1701.03 of the Meadville Municipal Code and Article 1309 of the Meadville Zoning Code.*