

Sign Permit Application Checklist

NOTE: EACH SIGN REQUIRES A SEPARATE APPLICATION, FEE, AND PLANS

_____ Provide one signed and dated application with Sections I, II, and IV completed.

_____ Provide supporting information as follows:

- *For signs that are unlighted and less than 32 square feet in size, provide two copies of the following:*
 - A detailed drawing at a scale no smaller than $\frac{1}{2}$ " = 1' showing the sign size and proposed message, and a description of the sign's construction, including materials and colors of the sign and supporting structure.
 - A site plan of the property showing the existing improvements and the location of the sign, including distances from the sign to the property lines.
 - Written authorization from the property owner, if other than the applicant.

- *For signs that are unlighted and more than 32 square feet in size, provide three copies of the following:*
 - A signed and sealed, detailed drawing at a scale no smaller than $\frac{1}{2}$ " = 1' showing the sign size and proposed message, and a description of the sign's construction, including materials and colors of the sign and supporting structure.
 - A site plan of the property showing the existing improvements and the location of the sign, including distances from the sign to the property lines.
 - Written authorization from the property owner, if other than the applicant.

- *For signs that are lighted and less than 32 square feet in size, provide three copies of the following:*
 - A signed and sealed, detailed drawing at a scale no smaller than $\frac{1}{2}$ " = 1' showing the sign size and proposed message, and a description of the sign's construction, including materials and colors of the sign and supporting structure.
 - A site plan of the property showing the existing improvements and the location of the sign, including distances from the sign to the property lines.
 - Written authorization from the property owner, if other than the applicant.

- *For signs that are lighted and more than 32 square feet in size, provide five copies of the following:*
 - A signed and sealed, detailed drawing at a scale no smaller than $\frac{1}{2}$ " = 1' showing the sign size and proposed message, and a description of the sign's construction, including materials and colors of the sign and supporting structure.
 - A site plan of the property showing the existing improvements and the location of the sign, including distances from the sign to the property lines.
 - Written authorization from the property owner, if other than the applicant.

_____ Provide proof of Worker's Compensation coverage as follows (permits cannot be issued without this coverage on file at the Township):

- If the contractor has employees, a Certificate of Insurance is required indicating that the coverage is current, containing an original signature from an authorized

representative of the insurance company, and listing the Township of Derry, 600 Clearwater Road, Hershey, PA 17033, as Certificate Holder.

- If the contractor does not have employees, a signed and notarized Exemption form is required. These forms are available in the Community Development Department at the Township office and on the Township's website at www.derrytownship.org.

_____ A portion of the permit fee is required at the time of submission. Please contact us at 717-533-2057, Opt. 2, or commdevinfo@derrytownship.org for more information.

_____ Lighted signs require review and inspection by a Township-approved third-party electrical agency. Indicate below with a check mark which agency you want to use:

- _____ Approved Code Services
- _____ Commonwealth Code Services
- _____ Light-Heigel and Associates

**This is the minimum information required. A thorough review of a submission may reveal the need for more information.*