

SPRINGETTSBURY TOWNSHIP

SIGN PERMIT APPLICATION

1501 Mt. Zion Road | York, Pa | 17402 | Ph. (717) 757-3521 | F. (717) 505-0485

- **This application should be used for all PERMANENT SIGNAGE.** Please submit the following along with your completed application:
 1. Site plan showing the location(s) of all existing and proposed signage on the lot; dimensions of all lot lines; setbacks from property lines, ROW and sight triangles; dimensions and locations of all structures on the lot.
 2. Rendering(s) of proposed signage, to include dimensions and locations.
- At the time of permit pick up, three copies of approved plans (to include all revisions) will be required.
- Sign permit fee will be 1.5% of the cost of the proposed signage (rounded to the nearest \$1,000/min. \$25).
- Please allow approximately two (2) weeks for review.

Site Address: _____ **Parcel ID:** _____
Primary Contact: _____ **Zoning District:** _____
Phone: _____ **Fax:** _____
Email Address: _____

Owner Name: _____ **Phone:** _____
Address: _____ **Fax:** _____
Email: _____

Contractor Name: _____ **Contact:** _____
Address: _____
Phone: _____ **Fax:** _____
Email: _____
PA State Contractor Registration #: _____

Type of signage proposed (please check all that apply):

Freestanding Attached

Other (Please describe): _____

Please provide a description of the proposed work to be done:

Total Cost of Construction: \$ _____

BUILDING DIMENSIONS

Length of Frontage (ft.) _____ x Height of Frontage (ft.) _____ = Total (sq. ft.) _____
 Length of Frontage (ft.) _____ x Height of Frontage (ft.) _____ = Total (sq. ft.) _____

LIST EACH EXISTING SIGN

| <u>SIGN</u> | <u>HEIGHT (ft.)</u> | <u>LENGTH (ft.)</u> | <u>AREA (sq. ft.)</u> |
|-------------|---------------------|---------------------|-----------------------|
| _____ | _____ | x _____ | = _____ |
| _____ | _____ | x _____ | = _____ |
| _____ | _____ | x _____ | = _____ |
| _____ | _____ | x _____ | = _____ |

LIST EACH PROPOSED SIGN

| <u>SIGN</u> | <u>HEIGHT (ft.)</u> | <u>LENGTH (ft.)</u> | <u>AREA (sq. ft.)</u> |
|-------------|---------------------|---------------------|-----------------------|
| _____ | _____ | x _____ | = _____ |
| _____ | _____ | x _____ | = _____ |
| _____ | _____ | x _____ | = _____ |
| _____ | _____ | x _____ | = _____ |

- Is this site located in a flood zone?* YES NO
 Are there any legal easements or ROW on this property?* YES NO
 Are there any deed restrictions or HOA's?* YES NO
 Have any Variances been granted for this property?* YES NO

**If answer is yes to any of the above, please provide documentation.*

AUTHORIZATION/CERTIFICATION

The applicant certifies that all of the information as stated on this application is correct, accepts all responsibility for and guarantees all work will be performed in strict conformity and compliance with the UCC and all other applicable codes and ordinances of Springettsbury Township, as amended. The property owner and applicant assume the responsibility of locating all property lines, setback lines, easements and rights-of way, flood areas, etc. Issuance of a permit and approval of construction documents shall not be construed as authority to violate, cancel or set aside any provisions of the codes or ordinances of the municipality or any other governing body. The applicant certifies that he/she understands all of the applicable codes, ordinances and regulations.

Application for a permit shall be made by the owner or lessee of the building or structure, or agent of either or by the registered design professional employed in connection with the proposed work.

I certify that the code administrator or the code administrator's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

I will hold Springettsbury Township harmless for any accidents, injuries or diseases resulting from any and all work performed at the premises.

Signature of Owner or Authorized Agent

Print Name of Owner or Authorized Agent

Address

Date

REQUIRED INSPECTIONS:

- HIGHWAY OCCUPANCY PERMIT** - Either State or Township (prior to building permit being issued) center of driveway marked for inspection
- SITE STAKE OUT** - After all property lines, easements, right of ways and structure foot print is clearly identified.
- FOOTINGS** - After digging (36" min. depth), forming, bulkhead(s) formed, depth pinning every 5 or 10 ft with steel pins, rebar reinforcement if specified, foundation drain cross over relieving arch, column pad(s) formed, rebar installed BUT before pouring of concrete. Note: Forms must be tight to the ground, footings free of mud-water-loose rock, when weather requires, footings must be protected from freezing (i.e. thermal blankets or plastic and straw at site for footing inspection approval.
- FOUNDATION** - After foundation walls are constructed including foundation drain pipe-stone and fiber covering, sump pit constructed, sill plate anchoring installed, beam pockets, concrete stone base, parging, damp-proofing or waterproofing (require waterproofing receipt copy, lintels BUT before backfilling. Note: if rebar is required a separate inspection is required before pouring.
- ROUGH ELECTRICAL** - Township contracted 3rd party approved inspection sticker present at framing inspection.
- FRAMING** - After all framing is completed, ALL rough-ins completed, draft stopping & fire blocking is installed, attic access framed, corner and mid span bracing completed, roof truss spec and layout sheets required, eng. Flooring system plans at site BUT before insulating.
- FINAL ELECTRICAL** - Township contracted 3rd party electrical final inspection sticker in circuit box.
- FINAL** - After all the above inspections have been approved including, all fixtures/appliances are installed and in working condition, driveway completed, final grading and seeding completed, house address displayed on dwelling visible from road, exterior landings and stairways completed, flooring completed, windows and doors in working condition, sewer/septic final approved, if required: L&I final approved, Fire Suppression/Alarm System test approved, Dept. of Health and Safety approval, Emergency lighting and smoke detector tests approved.
- CERTIFICATE OF USE/OCCUPANCY** - Upon approval of Springettsbury Township, a Certificate of Use/Occupancy will be issued for the structure/dwelling within five (5) days AFTER final inspection is approved. No occupancy or use is permitted until UO is issued. *As built drawings are required to be submitted in pdf format prior to full C/O issuance.

PLEASE NOTE THAT THERE WILL BE AN ADDITIONAL CHARGE FOR EXTRA INSPECTIONS. THESE CHARGES MUST BE PAID BEFORE A CERTIFICATE OF USE/OCCUPANCY WILL BE ISSUED.

PERMIT ISSUANCE APPROVAL LOG

Zoning _____ Building _____ Sewer/Septic _____
 Plumbing _____ Accessibility _____ Stormwater _____

CONDITIONS OF APPROVAL:

SCHEDULING INSPECTIONS: INSPECTIONS CAN BE SCHEDULED M-F BETWEEN 8:30 AM & 4:30 PM BY CALLING 717-757-3521 X 407. THE TOWNSHIP MUST BE NOTIFIED 48 HOURS IN ADVANCE TO SCHEDULE AN INSPECTION. IF A SCHEDULED INSPECTION NEEDS TO BE CANCELED FOR ANY REASON, PLEASE CONTACT THE TOWNSHIP AS SOON AS POSSIBLE. THERE WILL BE A \$100.00 FEE PER RE-INSPECTION, AS A RESULT OF FAILED INSPECTIONS.