

# Borough of Canonsburg

68 East Pike Street  
Canonsburg, PA 15317

Phone: 724-745-1800

Fax: 724-745-8850

## APPLICATION FOR SIGN PERMIT

Permit Number \_\_\_\_\_ Date Issued \_\_\_\_\_

Location of sign: \_\_\_\_\_

Permit fee (\$2.00 per square foot) = \_\_\_\_\_ Check # \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Sign Contractor: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**SEE PAGE 2 FOR APPLICATION REQUIREMENTS**

Permit Requirements – Canonsburg Ordinance Chapter 142-22 A:

A. Plans. Applications for sign permits shall be accompanied by a scale drawing showing the following:

- (1) The dimensions of the sign and, where applicable, the dimension of the wall surface of the building to which it is to be attached.
- (2) ~~The dimension of the sign, supporting numbers and the maximum and minimum height of the billboard.~~
- (3) The proposed location of the sign in relation to the boundaries of the lot upon which it is to be situated.
- (4) The proposed location of the sign in relation to the boundaries of the lot upon which it is to be situated.
- (5) Where the sign is to be attached to an existing building, a current photograph of the face of the building to which the sign is to be attached.
- (6) A description of the construction details, materials of the sign structure, type of lettering and the intensity and type of lighting to be provided.
- (7) A written statement showing the name of the owner of the sign, address, telephone number and the name of the person in control of the building or premises where such sign is to be located. The name of the sign contractor or erector is also required.
- (8) The owner of any advertising sign shall provide the Borough with a certificate of insurance, issued by a qualified and licensed insurance company, naming the Borough as an additional insured against all claims in the face amount of \$250,000 for property damage and personal injury connected with said sign. The amount of the deductible pertaining to the borough shall not exceed \$2,500.
- (9) A statement evaluation as to cost of construction.
- (10) Whenever a proposed sign is included in the presentation of a new or amended site plan application, the sign permit application shall be reviewed and approved by the Planning Commission prior to the issuance of a sign permit by the Code Enforcement Officer.
- (11) Approval of a certificate of occupancy for each new business, facility or office desiring to continue using or to create a new sign shall be contingent upon approval of a sign permit.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ZONING OFFICER

\_\_\_\_\_  
DATE