



Homestead Borough
221 East Seventh Avenue
Homestead, PA 15120
Phone: (412) 461-1340 Fax: (412) 461-4057

SIGN PERMIT SUBMITTAL GUIDE

Please read this guide in full prior to submitting your building permit application. The following is a check list. You must have **“checkmark”** in all of the sections listed below prior to submitting your application.

- Completed sign permit application.
- Three (3) copies of survey or plot plan showing placement of proposed freestanding sign(s) on lot with the distances in feet to the front, side and rear property lines. Show placement of wall sign(s) on existing building(s) or structure(s).
- Three (3) sets of complete sets of sealed drawings from a design professional that **show in detail** code compliance for all of the work proposed to include **but not limited to** the following information:
 - The design and construction of sign(s) including all material, loads and stresses.
 - Support structure and/or attachment of sign(s)
 - Drawings must be in compliance with Appendix H of the 2009 IBC
 - Minimum wind design speed of 90 mph.
 - Type of lighting.
 - Height to top and bottom of sign from finished grade.
 - Street address number is required to be placed at the top of all freestanding signs. The numbers shall be a minimum of six (6) inches high and shall be excluded from the permitted square footage. If a wall sign is the only sign on the premises, the street address number shall be located on the wall sign following the above requirements.
 - Electrical wiring method, size, type and location including disconnects required
- Separate electrical permit application is required for illuminated signs.
- Provide copy of contractor's certificate of insurance verifying general liability and PA workers compensation insurance. An "Affidavit of Exemption" may be submitted in lieu of workers compensation insurance if contractor has no employees.

Homestead Borough will review plans submitted to determine code compliance within thirty (30) business days of submittal. If the minimum submittal requirements are not met, we will ask the applicant to supply additional information. If the minimum requirements are met, the plans will be stamped "approved" and the permit will be issued. **Please do not call the Borough Offices asking if your permit has been reviewed. We will contact you. Permit applications are reviewed in the order they are received.**