



Sign Guide

A zoning permit must be obtained for all new, replacement and temporary-event signs, face replacements and to modify, change or relocate an existing sign.

For a copy of the sign ordinance and regulations, please contact Debbie Midgley at 724-693-3080.

You will need to submit the following information for a zoning permit:

- **Completed Application** - Be sure to fill in all blanks including the estimated cost of construction, Allegheny County Tax ID number, plan name, lot number, and total square footage for the sign(s). Sign and date the application. Applications are available at the Township Building or on our website.
- **Worker's Compensation Insurance Certificate** - This will be needed for the contractor performing the work. If the contractor is self-employed or the owner is performing the work, an **Affidavit of Exemption** form must be completed and returned with the application. Affidavit of Exemption forms are available at the Township Building or on our website.
- **Survey or Plot Plan (Ground Signs Only)** - Submit a copy of the lot survey with the proposed ground sign drawn on the survey and the distances the sign will be located from the property lines and any right-of-way.
- **Elevation Plan (Building or Roof Signs)** - Submit a copy of an elevation drawing showing the exact location of the proposed building or roof sign on the structure. Dimensions must be included.
- **Building Frontage for Building Sign(s)** - Submit an elevation or plan view drawing indicating the total street frontage (measured in feet) of the space where the building sign will be located.
- **Two (2) Copies of Sign Drawings and Specifications** - Submit two (2) copies of sign drawings and specifications. The sign drawings must include dimensions to scale and include a face and side view.
- **Source of Illumination** - Submit copies of lighting fixtures and screening materials to be used for external illumination.
- **Landscaping for Ground Signs** - Submit details of landscaping to be provided for a ground sign.
- **Pylon and/or Ground Sign Panel Replacement Owner Authorization Form** - Submit for any sign panel replacements for existing pylon and/or ground signs.
- **Permit Fee** - The permit fee is \$2.00 per square foot of sign area with a minimum of \$100.00. Temporary event sign fee is \$200. **Do NOT include the permit fee with the application submittal as the calculation for the total square footage of the sign may be different after review, thus changing the permit fee. The fee can be paid when the permit is ready for pickup.**

