

MUNICIPALITY OF BETHEL PARK

Municipal Building • 5100 West Library Avenue • Bethel Park, PA 15102 • 412-831-6800 • FAX 412-831-8675 • www.bethelpark.net

Permit #:

Sign Permit Application				
☐ Expedite review – additional fee submitted.				
Applicant Information	Name of Property Own Phone: Mailing Address:	er or Lessee (if different than appl	icant):Email: Date:	
Site Information	Facility Name (name of company, business, etc.): Building and/or Tenant Name: Physical Address: Parcel ID: Contact Name: Contact Phone: Contact Email:			
Proposed Sign Information	☐ Billboard ☐ Changeable Copy	☐ Electronic Message Center (E☐ Freestanding, Pole, or Pylon☐ Monument☐ Projecting	□ Wall □ Window	
Proposed Sign Information (Continued)	Sign Material(s):	height wi		



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	Total Project Cost:			
	Permit fees are to be paid upon submission of application. Fees are based on the total cost of construction			
Costs & Fees	(Labor & Materials) and are as follows:			
	• \$50 for the first \$1,000			
	• \$10 for each additional \$1,000			
Plan Requirements	One (1) digital copy of detailed plans and specifications for the proposed sign must accompany this			
	application. These must be drawn to scale and sealed by a licensed architect or engineer. These plans must			
	detail:			
	The dimensions of the sign and any supporting members.			
	• If a wall sign, the dimensions of the wall surface of the building to which it will be attached and			
	the location where sign will be attached.			
	• If a free-standing, pole, or pylon sign, the setbacks from property lines, buildings, driveways			
	and the edge of an improved road or curb (shown on a plot plan) and the height from the ground			
	level to the top of the sign.			
	If sign is illuminated, all electrical details must be shown on drawings.			
	• The materials, finish, and the construction including loads (wind & seismic), stresses anchorage,			
	any illumination, and the fail-safe provisions for animated devices (if any).			
	Other pertinent engineering or construction data.			
For Department Use Only:				
Application Con	Application Complete:			
	Reason: Initials:			
Site Eligible:	□ Yes □ No			
	Reason: Initials:			
Zoning Officer Signature: Date				
☐ Permit Approved ☐ Permit Not Approved Conditions:				
Conditions.				