

COMMERCIAL SIGNS

Zoning Department

- ❑ Zoning Approval is needed before a permit is submitted to the Building Department
- ❑ Note: Lens “Slide in Slide” type--**Zoning Only**--Not Building.

Per the UCC Chapter 5:23-2.14

A permit is not needed from the Building Department if the following conditions are met:

A permit shall not be required for a sign that meets all of the following conditions, provided, however, that the construction official shall have authority to require the removal of any sign that creates an unsafe condition or otherwise to require correction of any such condition:

- I. It is supported by uprights or braces in or upon the ground surface;
- ii. It is not served by an electrical circuit directly connected to the sign;
- iii. It is not greater than 25 square feet in surface area (one side); and
- iv. It is not more than six feet above the ground (mounted height).

If your sign doesn't meet all the above conditions, then a permit is required to be submitted to the Building Department.

Building Department--Permit application needs to contain the following:

What are you applying for: _____ **Wall Mounted Sign** (and/or) _____ **Monument Sign**

- ❖ Construction Permit Application Folder
- ❖ Building Subcode Technical Section--**(1 Original and 2 Copies)**
- ❖ Electrical Subcode Technical Section (if applicable)**(1 Original and 2 Copies)**
Contractor needs to sign and seal each sheet.
- ❖ **Two Sets** of Signed and Sealed plans by an Architect or Engineer which includes the following details: Wind Speed, Exposure Category, Code Information, Attachment Details, # of Fasteners, Size.
- ❖ **Two Sets** of the property Survey

Inspections: (as applicable)

- ❖ Footing Inspections prior to the placement of concrete
- ❖ Electrical Trenches prior to the placement of materials
- ❖ Final Inspections

The forms are available on the [Hillsborough Township Building Department Webpage](#). If you have any questions, please contact Donna Daugherty at 908-369-4313 x7204.