



**WHITEHALL TOWNSHIP
SUBMITTAL FOR COMMERCIAL SIGNS**

Revised MARCH 2022

**TO BE ACCEPTED, PERMIT APPLICATIONS MUST INCLUDE EACH
OF THE FOLLOWING:**

- Completed sign permit application.** Must be filled out and signed by contractor or person doing the work. On your application, please provide a valid email address for correspondence. No faxed or emailed applications will be accepted.

Please note separate applications must be completed for each sign.

- Electrical permit application** (if sign is illuminated) with THREE (3) sets of plans showing the electrical characteristics of the sign (i.e., neon, fluorescent, or LED). Be sure to include UL listings.
- Non-refundable application fee** (\$150.00) for *both* the sign permit application and the electrical permit application (if applicable) made payable to **Whitehall Township**. Additional fees may be due at permit issuance.
- Site plan** showing the location of all signs. If freestanding sign is proposed, the site plan must show the location of the proposed sign and its distance to all property lines.
- Drawings/plans.** THREE (3) sets of engineer-stamped and sealed plans are required for each sign. Drawings must show structural details of the sign structure. This includes the footing or the mechanical attachment of the sign to the building. The design wind load per code shall be stated on the drawing. Drawings must show all dimensions of the signs. Wall signs must include the distance the sign will project from the wall and how it will be attached.
 - For change of face only: provide site plan and (3) sets of drawings showing proposed design, sign face dimensions, character and color of letters, lines, and symbols.*
- Certificate of insurance** showing Worker's Compensation coverage OR a notarized exemption affidavit form. The insurance certificate must list Whitehall Township as the certificate holder. We do not keep any insurance certificates on file.
- Contractor must have a valid Business Privilege License with the Treasurer's office.

**ALL ITEMS MUST BE COMPLETE AT TIME OF SUBMISSION. FAILURE TO COMPLETE ALL
ITEMS WILL RESULT IN APPLICATION DENIAL.**

Please submit all documents to the Township at 3219 MacArthur Road, Whitehall, PA 18052.

610-437-5524 Ext. 1131