



ROSS TOWNSHIP
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Pittsburgh, PA 15237
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SIGN PERMIT SUBMITTAL GUIDE

Please read this guide in full prior to submitting a Sign Permit Application. The following is a checklist. There must be a "**checkmark**" in all if the sections listed below prior to submitting your application.

- Completed Sign Permit Application.
- Three (3) copies of a 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. Also showing placement of wall sign(s) on existing building(s) or structure(s).
- Three (3) complete sets of sealed drawings from a design professional that **show in detail** code compliance for all proposed work to include, **but not limited to**:
 - The design and construction of sign(s) including all material, loads, & 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 90mph.
 - Type of lighting.
 - Height to top and bottom of sign from finished grade.
 - Street address numbers are 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 numbers 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 a 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.

Ross Township will review submitted plans 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 Township Offices asking if your permit has been reviewed. We will contact you. Permit applications are reviewed in the order that they are received.**