



APPLICATION FOR SIGN PERMIT

City of Warren Building Code Department

318 West Third Avenue - Warren, PA 16365

Phone (814)723-6300 - Fax (814) 723-3242

www.cityofwarrenpa.gov

Location of Sign: _____ (Street and Number) Parcel ID #: _____

How many businesses are at this location? _____

APPLICANT: _____ Phone #: _____

Address: _____ Email: _____

OWNER: _____ Phone #: _____

Address: _____ Email: _____

CONTRACTOR: _____ Phone #: _____

Address: _____ Email: _____

How many signs will be erected?:

Wall Sign: _____ Size(s): _____ X _____ ft.

Freestanding Sign: _____ Size(s): _____ X _____ ft. Height: _____ ft.

Projecting Sign: _____ Size(s): _____ X _____ ft.

Height above sidewalk: _____ ft. Projection beyond building line: _____ ft.

Total square footage of signs (all sides): _____ sq. ft.

Lineal front footage of building facing the street: _____ ft. (If located on a corner lot, enter footage facing each street)

What material will sign be constructed of?: _____

How will sign be secured to the building?: _____

Will sign be illuminated?: _____ How?: _____ (A separate electrical permit is required)

Will sign obstruct any windows or exits?: _____

Will sign have any intermittent lights, animation or moving parts?: _____ If yes, explain below.

Are there any existing signs on the property?: _____ If yes, Type: _____ Sq. ft. _____

Photo or rendering of the sign (s) to be installed must be included with this application.

A copy of a plot plan and/or elevations showing location of proposed sign(s) and distances in relation to all buildings, streets, sidewalks and property boundaries on this lot, must accompany this application.

The undersigned hereby makes application to erect a sign(s) as specified herein, and agrees that the provisions of the City of Warren Zoning Ordinance will be complied with whether the same are specified herein or not.

Applicant Signature _____ Date _____

OFFICE USE ONLY

Permit Approved? Yes No By: _____ Date: _____

Planning/Development Administrator

Permit Fee: \$ _____ Payment Type: Cash Check Permit No: _____

Revised 11/30/2018

§470.52 GENERAL REGULATION

The following regulations shall be applicable to all signs unless otherwise specified:

- A. **Materials.** All signs, excluding awning and window signs, shall be constructed only from wood, metal, stone, or other material as determined by the City which has the general appearance of structures composed primarily of wood, metal or stone with painted, engraved or raised messages. Sign materials should complement the original construction materials and architectural style of the building façade on which they are to be displayed. If plywood is used, medium density overlay shall be used as a minimum grade. Bare plywood is prohibited.
 - B. **Color.** In selecting the principal colors for a sign, colors that compliment the color of the building should be used.
 - C. **Illumination.**
 - (1) Light sources shall be shielded from all adjacent properties and streets and shall not be of such intensity as to cause glare distracting to pedestrians or motorists.
 - (2) Each display of internally illuminated changing display signs must be static and activated for a minimum of 30 seconds. Scrolling signs are permitted
 - (3) Permits for illuminated signs will not be issued without an approved electrical permit.
 - D. **Electrical connections.** The electrical supply to all exterior signs, whether to the sign itself or to lighting fixtures positioned to illuminate the sign, shall be provided by means of concealed electrical cables. Electrical supply to freestanding signs shall be provided by means of underground cables. Applications for electrical permits shall be filed at the time of the sign permit application.
 - E. **Nuisance.** No sign shall create a public nuisance by emitting smoke, sound, vapor, beams or rays, particle emissions, or odors.
 - F. **Sign removal.** Any business that has closed shall remove any signs associated with the business within 60 days after it closes. The owner of the premises shall have the responsibility to ensure such signs are removed within the 60-day period..
 - G. No sign or sign structure shall be erected unless it complies with all applicable requirements of the City of Warren Building Code.
 - H. All signs and sign structures shall be kept in good repair and in a presentable condition, so that all sign information is clearly legible. Any sign found by the Zoning Officer to show deterioration, including ruse, faded colors, discoloration, holes, and missing parts or informational items, shall constitute a violation of this article.
 - I. No sign or structure shall be placed in the public right-of-way except for permitted sandwich boards, projecting signs, and civic event signs as provided for in this article.
 - J. Supplemental signs shall not exceed 25% of the total allowable sign square footage.
- NOTE: Any sandwich board placed in the right of way must allow for a minimum of 60" clear path between building and lawn area.

§470.54 PERMITS REQUIRED

Unless otherwise provided by this article, all signs shall require permits and payment of fees. No permit is required for the maintenance of a sign or for a change of copy on a legally conforming painted, printed, or changeable copy sign. For the purposes of this section, "maintenance" shall include any repainting of a sign that does not otherwise change its message or appearance.

For more information regarding City of Warren sign regulation, visit our website at www.cityofwarrenpa.gov.