



City of Meadville

894 Diamond Park
Meadville, PA 16335
Ph. (814) 724-6000

Permits • Buildings • Planning • Zoning

SIGNS REQUIRING A BUILDING PERMIT

Return a signed copy of this page to the City with submission.

Property address / location: _____

Description of project: _____

Owner

Name: _____ Ph. _____

Address: _____

Email: _____

Contractor

Name: _____ Ph. _____

Address: _____

Email: _____

Engineer / Architect

Name: _____ Ph. _____

Address: _____

Email: _____

Applicant Acknowledgement and Signature

I hereby acknowledge that I have read and understand the rules and regulations as presented in this packet, that all information I submit in connection with the above-referenced project is true and correct, and I hereby agree that all applicable provisions of the ordinances of the City of Meadville and the laws of the Commonwealth of Pennsylvania will be complied with.

Signature

Date

Print name

Title



City of Meadville

894 Diamond Park
Meadville, PA 16335
Ph. (814) 724-6000

Permits • Buildings • Planning • Zoning

Documentation to be submitted to City Zoning Administrator

- _____ Two sets of drawings signed and sealed by a Pennsylvania design professional that show the design and construction of all material, loads and stresses, including type/spacing/location of connections and the dimensions of the sign. (*Drawings do not have to be signed and sealed if designer is not being compensated and the project involves no structural stresses or new foundations.*) Drawings must be in compliance with Appendix H of the 2009 IBC and Article 1309 of the Meadville Zoning Code and include the height of the sign from grade.
- _____ Site plan showing placement of sign on lot and/or building.
- _____ Support structure of attachment of sign (bolts, lags, substrate material, etc.).
- _____ Type of lighting and wiring method, size, type and location, including disconnects, per NEC Article 600.
- _____ Contractor's workers compensation insurance certificate or signed affidavit of exemption for anyone working on the project

Fees

| | |
|--|---|
| Administrative: | .0035 times construction cost, \$20 minimum |
| State permit fee: | \$4.50 |
| Certificate of occupancy: | \$25 |
| Plan review/inspection costs: | |
| - Signs on structures | \$100 |
| - Signs requiring foundation and/or new electric | \$100 + \$1 per square foot |
| - Billboards (non electric) per face | \$400 |
| - Billboards (electrified) per face | \$500 |
| - Annual inspection | \$200 |



City of Meadville

894 Diamond Park
Meadville, PA 16335
Ph. (814) 724-6000

Permits • Buildings • Planning • Zoning

Notes

- The City shall grant or deny any non-residential building permit application, in whole or in part, within 30 business days of the filing date. Reasons for the denial shall be in writing and provided to the applicant.
- A certificate of occupancy is required before using any sign constructed or altered under a building permit issued under the Pennsylvania Uniform Construction Code.
- The building permit must be posted at the work site and clearly visible from the road, until completion of project. Approved plans must be available at all times for inspection. Applicant is responsible for scheduling all inspections.
- A permit becomes invalid if the authorized construction work fails to begin within 180 days after the permit's issuance or if the authorized construction work is suspended or abandoned for 180 days after the work has commenced. Should a permit holder need more time to begin or complete the project for just cause, the permit holder may submit a written request for an extension of time to commence or continue construction. A permit may be valid for no more than 5 years from its issue date.
- Work shall be installed in accordance with the approved construction documents. The permit holder shall submit a revised set of construction documents for approval for changes made during construction that are not in accordance with the approved construction documents.
- The permit holder or an authorized agent shall notify the inspector when work is ready for inspection and provide access for the inspection.
- Property/pedestrian protection. Any demolition or construction activity must comply with the City's Construction Area Protection Requirements for the duration of the work.