



# Borough of West Hazleton

100 South 4<sup>th</sup> Street

West Hazleton, PA 18202

570-455-7851 (v) 570-455-4223 (f)

whb1@ptd.net

Permit No. \_\_\_\_\_

Fee: \_\_\_\_\_

Receipt No: \_\_\_\_\_

Date: \_\_\_\_\_

## Sign Permit Application

1. Sign Location (Address) \_\_\_\_\_

2. Business Name \_\_\_\_\_

Business Owner's Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

3. Property Owner \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

4. Sign Company \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

5. Application for  Permanent Sign  New Sign

Temporary Sign  Face Change

6. Type of Sign	Number	Size (H) x (W)	Sq. Ft	Total Height	Illumin. Type*	Letter Size	Letter Color
a) Monument	_____	_____	_____	_____	_____	_____	_____
b) Wall	_____	_____	_____	_____	_____	_____	_____
c) Complex	_____	_____	_____	_____	_____	_____	_____
d) Marquee/Awning	_____	_____	_____	_____	_____	_____	_____
e) Banner	_____	_____	_____	_____	_____	_____	_____
f) Window	_____	_____	_____	_____	_____	_____	_____
g) Cornice	_____	_____	_____	_____	_____	_____	_____
h) Sign above Cornice	_____	_____	_____	_____	_____	_____	_____
i) Other	_____	_____	_____	_____	_____	_____	_____

7. \*NOTE: Illumination signs require electrical permits and electrical inspection.  
Is an electrical permit needed? NO  YES  Electrical Permit # \_\_\_\_\_

8. Attach illustration of proposed sign. **See reverse side/page 2 for requirements.**  
9. Attach site plan showing location of proposed sign and existing signs on site. **See reverse side/page 2 for requirements.**



I agree to erect said sign in accordance with the above description and approved plans, and in accordance with all applicable codes of the Borough of West Hazleton, Pennsylvania.

Applicant's Name (Print) \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Phone \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_ (Attach proof if agent) Date: \_\_\_\_\_

Business Owner's Signature \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

SITE PLAN and/or BUILDING ELEVATION PLANS draw to scale and dimensioned\*, showing:

_____ Existing Structures	_____ Existing signs
_____ Driveways	_____ Proposed sign
_____ Street and right-of-way	_____ Vision Clearance
_____ All incidental signs	

PROPOSED SIGN drawn to scale and dimensioned\*, showing (as applicable):

_____ Total Height from ground	_____ Width
_____ Square Footage	_____ Thickness
_____ Size and style of letters	_____ Color
_____ Type of illumination	_____ Materials

\* One copy of all materials needs to be submitted in 8 ½ X 11" format

**BOROUGH USE ONLY**

Building Official \_\_\_\_\_ Approved/Denied Date \_\_\_\_\_

Site Plan Included  Yes  No Revocable Right-of-way Permit Required  Yes  No

Sign Illustration  Yes  No Electrical Permit Required  Yes  No

Zoning District \_\_\_\_\_ Inspection Date \_\_\_\_\_

Vision Clearance \_\_\_\_\_

Fees \_\_\_\_\_

Notes \_\_\_\_\_