



**ROSS TOWNSHIP**  
**1000 Ross Municipal Drive**  
**Pittsburgh, PA 15237**

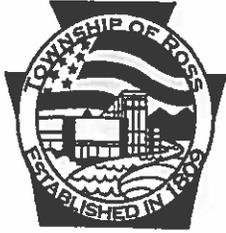
**Phone: (412) 931-7055 Fax: (412) 931-3508**

## SIGN PERMIT SUBMITTAL GUIDE

Please read this guide in full prior to submitting your building permit application. The following is a check list. You must have "**checkmark**" in all of the sections listed below prior to submitting your application.

- Completed sign permit application.
- Three (3) copies of 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. Show placement of wall sign(s) on existing building(s) or structure(s).
- Three (3) sets of complete sets of sealed drawings from a design professional that **show in detail** code compliance for all of the work proposed to include **but not limited to** the following information:
  - The design and construction of sign(s) including all material, loads and 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 90 mph.
  - Type of lighting.
  - Height to top and bottom of sign from finished grade.
  - Street address number is 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 number 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 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 plans submitted 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 they are received.**



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## SIGN INSPECTION PROCEDURES

- Building permit must be posted on the work site and clearly visible from the road until completion of the project.
- Your approved plans must be available at time of the inspection. These are the plans that were submitted with your application and were marked "Approved" by Ross Township or Code.sys Code Consulting, Inc.
- **DO NOT schedule an inspection if the work is not ready!!!!**
- When scheduling an inspection, you must supply your permit number, including the letter, to the secretary or inspector.

### THE FOLLOWING MINIMUM INSPECTIONS REQUIRE 48 HOUR NOTICE

#### Freestanding signs:

1. **Footing inspection** - Holes must be dug for support posts below frost line. The inspection must be approved prior to placing of concrete.  
Peg Russell, Code.Sys Phone: (412) 821-0337, x11
2. **Electrical inspection** – Trench inspection prior to backfilling (if applicable). Final inspection.  
Gene Meaner, Code.sys Phone: (412) 821-0337, ext. 39
3. **Final inspection** – When job is completely finished, prior to occupancy permit and after all other inspections have been completed and approved.  
Peg Russell, Code.Sys Phone: (412) 821-0337, x11

#### Wall mounted signs:

1. **Attachment inspection** – Must be able to see all connections to building and/or other structure.  
Peg Russell, Code.Sys Phone: (412) 821-0337, x11
2. **Electrical inspection** – Prior to installing panels. Final inspection.  
Gene Meaner, Code.sys Phone: (412) 821-0337, ext. 39
3. **Final Inspection** – When job is completely finished, prior to occupancy permit and after all other inspections have been completed and approved.  
Peg Russell, Code.Sys Phone: (412) 821-0337, x11

Failure to comply with these minimum inspection requirements may cause your permit to be revoked and/or legal action to be filed.