



ROSS TOWNSHIP
1000 Ross Municipal Drive
Pittsburgh, PA 15237
Phone: (412) 931-7055

SIGN PERMIT SUBMITTAL GUIDE

The following checklist must have a "checkmark" in all of the sections below prior to the initial Sign Permit Application submittal.

- Copy 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 buildings or structures.
- Complete set of **signed & sealed drawings** from a **design professional** that show code-compliance for all proposed work, inclusive:
 - The design and construction including all material, loads, & stresses.
 - Support structure and/or attachment of sign(s).
 - Drawings must be in compliance with the 2009 International Building Code - Appendix H.
 - Minimum wind design speed of 115mph.
 - 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**; 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.
- Separate Electrical Permit Application** is required for illuminated signs.
 - Electrical wiring method, size, type, and location including disconnects required.
- 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.
- Once the above is completed visit the [Ross Permit Portal](#) and find Apply for a Building Permit. On the left of this section it will say "Apply Online," please select that, fill out the necessary field, upload all drawings.

Ross Township will review submitted plans to determine code compliance within thirty (30) business days of submittal.

Please refrain from contacting the Community Development Department inquiring the submittal review / status. Permit applications are reviewed in the order that they are received.

If the minimum submittal requirements are not met, we will request additional information. Otherwise, the plans will be stamped "APPROVED" and the permit(s) will be issued upon receipt of payment. The Township will e-mail the applicant regarding the change in status.