



Borough of Pottstown

Borough Hall, 100 East High Street
Pottstown, Pennsylvania 19464-9525

Licensing and Inspections
Phone (610) 970-6520
Fax (610) 970-6599

Sign Permit Application

*Provide a scaled diagram of sign and/or photograph. *See reverse side for checklist. *Permit may be denied for insufficient information.

Property Address: _____

Zoning District: _____ Street frontage: _____

HARB District? Yes / No HARB Approval? Yes / No PDIDA (Downtown District)? Yes / No

Owner's Name: _____ Phone: _____

Owner's Address: _____

Applicant's Name: _____ Tenant/Owner/Contractor/Other

Applicant's Address: _____ Phone: _____

Leased? Lessee Name: _____ Phone: _____

Contractor's Name: _____ Phone: _____

Contractor's Address: _____ License #: _____

Cost of Sign: \$ _____ Location of Sign to Building: _____

Type of Sign: (Circle One): Wall, Hanging, Pole, or Explain: _____

Please indicate: (Circle and indicate how many)

Temporary Signs _____ Permanent Signs _____

Dimensions of Sign: _____ Single Faced _____ Square footage: _____

Double Faced: _____ Square Footage of each side _____

Material(s): _____

Lettering: Size, Type Style, Color, Diagrams: _____

Method of mounting sign: _____ Lighting? Internal / External

Are other occupants of building allowed to have signs? Yes / No If yes, what is your % of

Building? _____ Floor Occupied? _____ Explain: _____

Are there existing signs on property? Yes / No

Explain: _____

Checklist for scaled sign diagram. This information must be submitted.

- Scaled diagram showing shape of sign
- Dimensions of sign noted (height, width, depth)
- Height from ground to bottom of sign
- Message
- Lettering (style, size)
- Designs on sign; colors
- Lighting for sign (type and location)
- Location of sign on building or property (provide sketch) show other signs

*Owners Signature: _____ Date: _____

Print: _____

*Authorized Agent of Owner: _____ Date: _____

Print: _____

Approved by: _____

Date: _____

DOUBLE FACED SIGNS ARE CHARGED A FEE FOR EACH SIDE

Fee: \$ _____

FEEs: Sign area up to 6 (six) square feet = \$30.00

Sign area 6 (six) to 25 (twenty- five) square feet = \$75.00

Sign area larger than 25 (twenty-five) square feet = \$200.00

PERMIT FEES ARE NON-REFUNDABLE

Revised 7-17-14