

# SUBMITTAL REQUIREMENTS FOR COMMERCIAL SIGNAGE PROJECTS

When submitting your application for Commercial projects please include the following:

1. Completed Building Permit Application with page 2 stamped by a design professional.
2. If you don't know your tax parcel number for your property to put on your application, please contact the Tax Office at 724-465-3812.
3. Two (2) complete sets of sealed drawings for your building project.
4. Site Plan
5. Your contractor's workman's compensation and liability insurance. If you are not using a contractor or your contractor doesn't have workman's compensation insurance, please complete the Workman's Comp form and have it notarized.
6. Sub-division and land development approval, if required.
7. Current Certificate of Occupancy from Labor & Industry.
8. Highway Access Permit from Penndot/Municipal, if required.
9. 50.00 application fee (non-refundable) – please make check payable to ***Indiana County Code Division***.

# INDIANA COUNTY

Office of Planning and Development  
801 Water Street  
Indiana, PA 15701  
(724) 465-3870 Fax (724) 465-3151

FOR OFFICE USE ONLY	
Permit #	_____
Date:	_____

## Building Permit Application ~Commercial Signage~

**\*\*\* All Drawings Must be Sealed by an Architect or an Engineer \*\*\***

### Company at Site Address Information

Company Name at Site Address \_\_\_\_\_

Site Address \_\_\_\_\_

City \_\_\_\_\_ State PA Zip \_\_\_\_\_



**YOU MUST PROVIDE A TAX PARCEL  
NUMBER FOR THE PROPERTY AT THE  
SITE ADDRESS LISTED ABOVE**

Tax Parcel # \_\_\_\_\_

Municipality \_\_\_\_\_ Township / Borough \_\_\_\_\_

Company at Site Mailing Address (if different than site address) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Person (for above Company) \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Phone \_\_\_\_\_

Fax Number \_\_\_\_\_

Contact Person's E-mail Address \_\_\_\_\_

Estimated cost of the project \$ \_\_\_\_\_

Electricity provider \_\_\_\_\_

## To be completed by the Design Professional

(Affix seal to the right of name and address)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

PA License # \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

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## Contractor's Information

Contractor \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_

E-mail Address \_\_\_\_\_

Applicant:

\_\_\_ OWNER \_\_\_ ARCHITECT \_\_\_ ENGINEER \_\_\_ CONTRACTOR \_\_\_ AGENT/OTHER \_\_\_\_\_

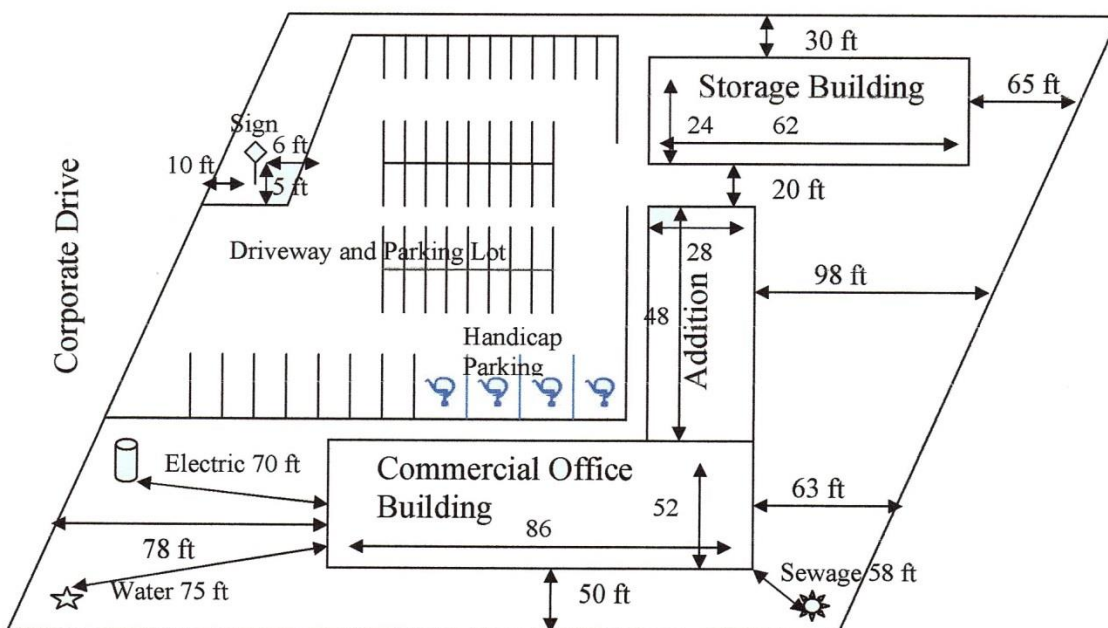
\_\_\_\_\_  
Signature Date

## SITE PLAN REQUIREMENTS FOR COMMERCIAL SIGN PROJECTS

When submitting for a commercial project there are two different site plans to be submitted. The main site plan is submitted with the rolled drawings.

The following items are to be included on the main site plan:

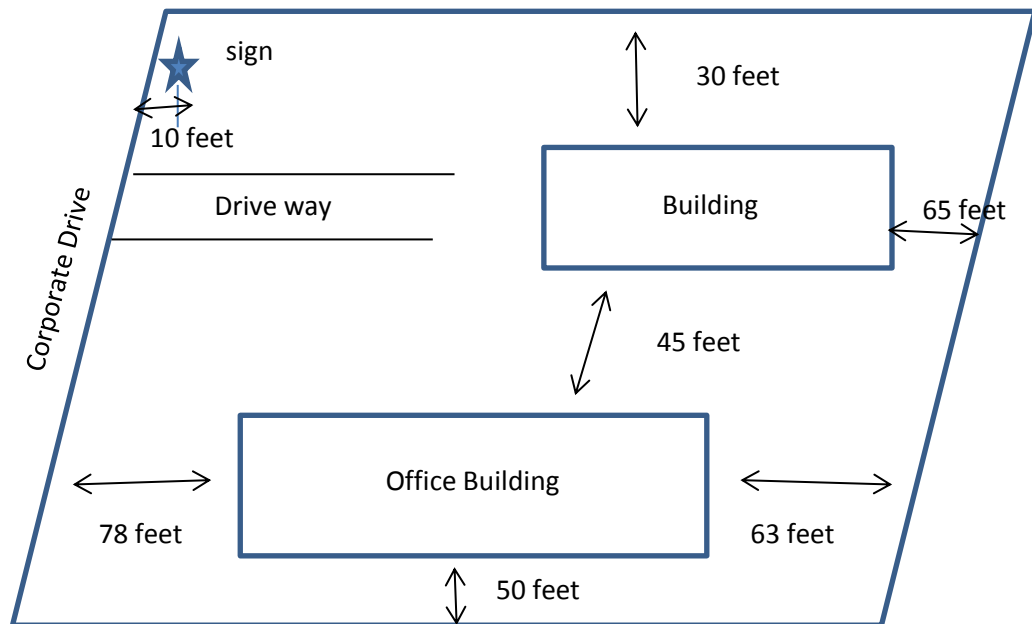
- Location of the sign that is being installed showing the distance from the property lines, roadway and any adjacent structures
- Show the outside dimensions of the proposed sign
- Show all outside dimensions of existing structures
- Handicap parking and access (with dimensions, markings and signage indicated per ICC/ANSI A117.1 and the IBC)
- Show all existing and proposed utility layouts (including water, sewage, and electric)
- Show all existing and proposed driveway layouts and specifics
- Show all required parking and loading spaces and calculations
- Show established street grades and proposed finished grades
- Show accessible curb cuts, ramps and access ways to the building



The second site plan is to be on 8 ½ x 11 white paper using blue or black ink only, in order to fax to the municipality.

The following items are to be included on the second site plan:

- Location of the sign that is being installed showing the distance from the property lines, roadway and any adjacent structures
- Show the outside dimensions of the proposed sign
- Show all existing and proposed driveway layouts and specifics



## **BUILDING PLAN REQUIREMENTS FOR COMMERCIAL PROJECTS**

The following items are required for new commercial projects. Drawings should be drawn to ¼” or 1/8” scale and shall provide the necessary information to verify compliance with the building code. **All drawings shall bear the stamp of the design professional responsible for the design, with their signature on the first page of each set of drawings.**

The construction drawings shall be submitted and shall include:

- **Title Page Drawing:** to include the contact information for all design professionals, description of square footage per floor, number of floors, type of construction to be utilized, area modifications utilized, use group classification(s), separation or non-separation of mixed use groups, design occupant load(s), finish materials classification, design codes utilized.
- **Site Plan Drawings:** to include all utility layouts handicap parking & access, designated fire lanes, distance between adjacent structures and property lines.
- **Floor Plan Drawings:** to include the use of all areas, location & types of fire resistant construction, U.L. Listing of fire resistant construction, means of egress components, handicap access.
- **Structural Drawings:** to include the structural design calculations, geo-technical engineering report, uniform live loads, dead loads, roof & snow loads, wind loads, footing, foundation, framing, concrete masonry, wood and steel construction details.
- **Electrical Drawings:** to include all lighting facilities, electrically operated equipment, and electrical circuits required for all service equipment of the building or structure. Drawings should include panel schedules, grounding systems, and wiring methods.
- **Mechanical Drawings:** to include size & type of appliances, construction of flues and chimney systems, ventilation air provided, fresh air make-up provided, location of all ducting and piping.
- **Plumbing Drawings:** to include a plan view and a riser diagram of waste and water piping, pipe sizing, grade of piping, drainage fixture unit loads on stacks and drains, water distribution design criteria.
- **Fire Protection Systems:** to include the submittal guide for each type of system. See specific submittal guide requirements.

INDIANA COUNTY CLIMATIC AND  
DESIGN CRITERIA  
FOR THE PA UNIFORM CONSTRUCTION CODE

Indiana County does hereby adopt the following climatic and geographic design criteria, in accordance with International Residential Code, 2018; Section R301.2, and Table R301.2(1), said Table being attached hereto:

- a. Ground Snow Load is 35 lbs. per square foot
- b. Wind Speed is 90-115 mph depending on exposure area
- c. Seismic Design Category "A"
- d. Weathering – Severe
- e. Frost Line Depth – 36 inches
- f. Termite – Moderate to Heavy
- g. Decay – Slight to Moderate
- h. Winter Design Temperature 0 to 10 Degrees Fahrenheit
- i. Ice Shield Underlayment Required – Yes
- j. Flood Hazard – Reference specific municipal ordinance
- k. Air Freezing Index is 2000
- l. Mean Annual Temperature is 47 Degrees Fahrenheit
- m. Roof Vents shall be a minimum of 16 inches above the roof line

# Building Permit Submittal Requirements

## Commercial Signage

Two sets of scaled drawings, including specification books, from a registered design professional that show in detail code compliance for all of the work proposed, to include but not limited to the following information:

### Building Mounted Signs

Show the height and length of the building.

Show if any existing signs are to be removed and where the proposed sign is to be place.

Type of anchoring to be used for the sign.

If illuminated, submit an electrical diagram.

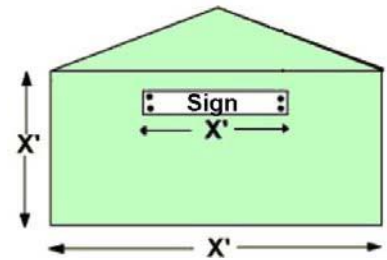
### Ground Mounted Signs

Show the proposed and existing sign locations

Note if any signs are to be removed

Show the footing/foundation details

If illuminated, submit an electrical diagram.



For all signs the drawings should have the sign drawn to scale and in color; indicate the font, the size of the letters and the logo (if applicable).

Architectural

Structural

Electrical

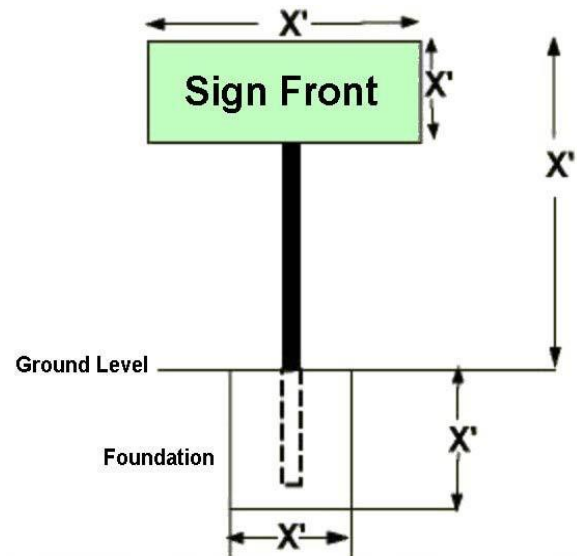
International Building Code

Use Group(s) (Each Area or Room)

Building Limitation (Height & Area)

Type of Construction

Fire Resistant Materials & Construction



***You also need to check with the state, township or borough for a sign permit when the sign is next to a road.***