



Butler Township
290 South Duffy Road
Butler, PA 16001
724/287-7465
Fax: 724/282-2142

SIGN PERMIT APPLICATION

Name of Applicant _____

Address _____

Telephone Number _____ Fax Number _____

Name of Property Owner _____

Address _____

Telephone Number _____

Name of Sign Company _____

Address _____

Telephone Number _____ Fax Number _____

Location of Proposed Sign (Address) _____

Type of Sign: Banner Billboard Free Standing Temporary
 Wall Other (Please Explain) _____

Brief Description of Proposed Sign (Color(s), Material, Structure, Etc.) _____

Size in Area _____ Height _____

Surface Area of the Building Wall on which the Sign is to be located (if applicable) _____

Will Signage be Illuminated? Yes If Yes, Internally Externally
 No

Estimated Cost _____

Distance from Property Line _____ Distance from Street Right-of-Way _____

Signature of Applicant

Date of Application

Butler Township Approval

Date

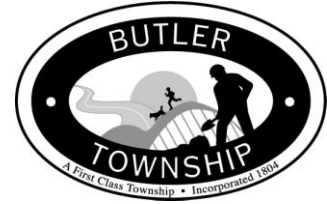
Butler Township's Codified Ordinance § 300-27. Signs.

D. General regulations. The following provisions shall apply to all signs in all zoning districts:

- (1) Visibility. No sign shall be located in such a position that it will cause a hazard by obstructing visibility for traffic traveling on a street or entering onto a street or by obscuring a traffic signal or other traffic control device.
- (2) Maintenance and inspection. All signs shall be maintained in a safe condition by the owner thereof. If, upon inspection, any sign is found to be in an unsafe condition or not in compliance with this Chapter, the Zoning Officer or his authorized representative shall give notice, in writing, to the owner of the sign to repair or remove the sign within ten (10) days, unless there is an immediate threat to public safety, in which case the sign shall be ordered to be repaired or removed immediately. If the owner fails to repair or remove the sign within the time specified in the notice, the Township shall remove the sign at the owner's expense.
- (3) Removal of inactive signs. Inactive signs, as defined herein, shall not be permitted to remain on any property which becomes vacant and remains unoccupied for a period of six (6) months or more or on any property where the business or other use of the present occupant is unrelated to the inactive sign. Inactive signs which relate to a time, event or purpose which is past shall not be permitted to remain on any property. Inactive signs shall be removed within thirty (30) days of the date the sign becomes inactive, as defined by this Section, or if the owner fails to remove the signs as required by this Section, such signs shall be removed within thirty (30) days of written notice from the Zoning Officer or his authorized representative to the owner to remove an inactive sign.
- (4) Liability for damages. The provisions of the this Chapter or the issuance of any Sign Permit shall not be construed as relieving or limiting the responsibility or liability of the person erecting, owning or maintaining any sign from personal injury or property damage resulting from such sign or work relating thereto; nor shall it be construed as imposing upon the Township or its officers or employees any responsibility or liability by reason of the approval of any sign, material or device under any of the provisions of this Chapter.
- (5) Insurance. Every sign contractor shall file with the Zoning Officer or his authorized representative a Certificate of Insurance indicating the applicant holds public liability and property damage specifically to include and hold harmless with bodily injury limits with at least \$100,000 per occurrence and \$100,000 aggregate and property damage insurance of at least \$50,000 per occurrence and \$50,000 aggregate. Such insurance shall not be canceled or reduced without first giving ten (10) days' notice in writing to the Township of such cancellation or reduction.
- (6) Permits required.
 - (a) Zoning Permits shall not be required for the following signs regulated by this Article:
 - [1] Exempt signs listed in §300-27-B above.
 - [2] Temporary real estate signs.
 - [3] Temporary construction signs.
 - [4] Temporary development signs.
 - [5] Home occupation identification signs.

- (b) Zoning Permits shall be required for the erection or for any change to any other sign authorized by §300-27-E through G below.
- (7) Permit fees. All applications for Zoning Permits for signs filed with the Zoning Officer or his authorized representative shall be accompanied by the required fee established from time to time by resolution of the Board of Commissioners. The current schedule of fees shall be available to the public in the office of the Township Manager.
- (8) Expiration of permits. Any Zoning Permit issued by the Zoning Officer or his authorized representative for erection, alteration, replacement or relocation of any sign shall expire automatically without notice to the applicant within one (1) year of the date of issuance if work authorized by the permit has not been initiated and diligently pursued.
- (9) Changeable copy sign. Changeable copy signs may utilize either manual or electronic changeable copy. The minimum length of time that a message on an electronic changeable copy sign must remain stationary shall be five (5) seconds.
- (10) Sign location. Except for billboards, as defined herein and as authorized by this Chapter, all signs shall be located on the premises which they are intended to serve.
- (11) Height and location of freestanding signs. No part of any freestanding sign shall be located closer than ten (10) feet to any street right-of-way or any property line. The maximum height of the top of any freestanding sign is specified in §300-27-E through G below. The bottom edge of any freestanding pole sign, as defined herein, shall be a minimum of seven (7) feet above the adjacent ground level, if traffic is not proposed to circulate under it, and shall be a minimum of twelve (12) feet above the adjacent ground level, if traffic will circulate under the sign. The maximum height of the bottom edge of any freestanding ground sign shall be eighteen (18) inches above the adjacent ground level.
- (12) Illumination of signs.
- (a) When authorized by this Chapter, indirect illumination shall be directed upon the sign face and not towards adjoining properties or streets. The intensity of any source of illumination of any sign, whether indirect or internal, shall be controlled so as not to create glare and so that it is compatible with the intensity of ambient light and illumination on surrounding properties.
- (b) Electrical devices and wiring shall be installed in accordance with the specification of all applicable codes. All electrical sign components, connections and installations shall conform to specifications of all applicable codes. In no case shall any open spark or flame be used as part of a sign display.
- (13) Structural integrity of signs. All signs shall be securely mounted or fastened to the building upon which they are erected or, if freestanding, shall be securely and safely installed in the ground. All signs shall be designed to withstand minimum wind loads as specified in the edition of the Uniform Construction Code currently in effect in the Township. It shall be the responsibility of the applicant to obtain the required engineered calculations. These calculations must specify the edition of the code being used and the wind and lateral loads as may be appropriate.

Butler Township
290 South Duffy Road
Butler, PA 16001
724/287-7465



Commercial Construction Document Review Application

Performed By:

Professional Code Services
4035 Gibsonia Road
Gibsonia, PA 15044

Phone: 724/449-2633

Fax: 724/449-2673

www.pcs-codes.com

Section I General Information

(Please Print clearly)

Location of Structure: _____

Applicant Name: _____ Architect: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Fax: _____ Fax: _____

E-Mail: _____ E-mail: _____

Section II Structure Information

Use Group Classification: _____ If Mixed Use, describe each use by floor or by
square footage of space: _____

Proposed Work: _____

Construction Type: _____ Height: _____ Stories: _____

Total square footage (building footprint): _____

Occupant Load per floor: _____

Occupant Load per Assembly Room(s): _____

Section III Hazardous Materials

Are any hazardous materials stored or used in a production process within this structure: Yes No
If you answered NO, skip to Section IV.

If you answered Yes, list chemical makeup and the amount: _____

* Material Safety Data Sheets (MSDS) shall be submitted with the construction documents. The amount of each material and the location of the room or space in which the material is to be used or stored must be clearly indicated.

Section IV Fire Protection

Yes No Is this structure protected throughout with an automatic sprinkler system? If yes, signed and sealed sprinkler drawings (1 set) shall be submitted with the application.

Yes No Is this structure protected throughout with a Fire Alarm system? If yes, signed and sealed Alarm drawings (1set) shall be submitted with the application.

The information contained in this application is true and accurate to the extent of my knowledge. The attached document review instructions have been read and are understood. **Applicant agrees to pay all document review fees prior to the issuance of Permit.**

Applicant Signature: _____ Date: _____

Date Township Received _____ By _____

Date Applicant/Owner Contacted of Completed Review _____ By _____

**Butler Township
Construction Document Review
Initial Submittal Instructions**

- Two* complete sets of construction documents shall be submitted with the application (including all Specifications Manuals & Structural Calculations).
- All construction document shall be signed and sealed by a PA registered design professional.
- A Site Plan shall be submitted with the construction drawings.
- One set of signed and sealed Sprinkler drawings (if applicable) in accordance with NFPA 13 shall be submitted.
- One set of signed and sealed Fire Alarm drawings (if applicable) in accordance with NFPA 72 shall be submitted.
- The application has been completed and signed.
- The instructions page (this sheet) has been read and signed.

General Instructions

Upon receipt of a completed application and the required construction drawings, a code review in accordance with the adopted model Building Code will be performed by a Certified Plans Examiner. Reviews are conducted in the order they are received. A detailed list of comments (if applicable) will be forwarded to the applicant. The submitted construction drawings will be retained by *PCS*. Three (3) sets of revised construction documents (if required) as well as a corresponding response to the comments shall be submitted for a re-review. The construction drawings will only be stamped “Approved” when all code violations are corrected.

Note: The review fee includes an initial review and (1) re-review of the revised drawings. A fee in the amount of 50% of the original fee will be charged if a Third review is required. The “Approved” construction documents will not be released for permitting until all invoices are paid in full.

Applicant Signature: _____

Print Name: _____ Date _____

Professional Code Services, Inc.

PLAN REVIEW FEES

The following rates for Plan Review include all model building code disciplines. The plan review fees will be billed to the applicant identified in Section I of the application. All fees paid for a construction document review are non-refundable.

All reviews are conducted in the order in which they are received. A review will not be performed until the all of the required information is submitted. All initial reviews will be completed within 20 business days from receipt of the completed application and materials.

Compliance with the International Building Code

New Construction and/or Additions Complete Code Review^{1,2}

Use Groups “B”, “E”, “M”, “R-1”, “R-2” “R-3”\$.13 /square foot (up to 15,000 s.f.)
 Plus\$.08 /square foot (15,001 s.f. up to Total s.f.)

Use Groups “A”, “H”, & “I”.....\$.15 /square foot (up to 12,000 s.f.)
 Plus\$.10 /square foot (12,001 s.f. up to Total s.f.)

Use Groups “F”, “S”, “U”.....\$.10 /square foot (up to 12,000)
 Plus.....\$.07 /square foot (12,001s.f. up to Total s.f.)

Single Family Dwelling/Townhouse (IRC).....\$ 175.00 / per unit

¹ Renovations or Alterations to existing structures based on 75% of New Construction Cost.

² Review fees reflect an initial review & review of one subsequent revision. Any additional required reviews will be conducted at 50% of the original review cost.

Miscellaneous	
Minor commercial & residential alterations \leq 1000 S.F.	\$125.00 per hour
Stand alone Mechanical, Electrical, Plumbing & Fire Protection	\$125.00 per hour
Preliminary Review (Height & Area & Type of Construction)	\$125.00 per hour

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- “A” Assembly Use Groups. This includes assembly occupancies. This is further designated as particular use groups including: A-1 Theaters and rooms with stages; A-2 dance halls & nightclubs where alcohol is served; A-3 restaurants and lecture halls where alcohol is not predominately served; A-4 place of worship
 - “B” Business use. This includes office buildings, outpatient medical facilities, dry cleaning, professional business etc.
 - “E” Education Use. Building where education is provided including schools, certain daycares & vocational training.
 - “F” Factory Use. Buildings where production occurs.
 - “H” Hazardous Use. Buildings where hazardous materials are manufactured stored or used in production.
 - “I” Institutional Uses. Includes hospitals, rehab facilities, prisons etc.
 - “M” Mercantile Uses. This includes buildings where the display of goods are sold.
 - “R” Residential Uses. This includes building where persons reside and sleep. Further designated as: R-1 hotels/motels; R-2 non-transient occupants i.e. dormitories, boarding houses; R-3 are multi-family residences; R-4 single family and townhouses.
 - “S” Storage Buildings
 - “U” Utility buildings. This includes accessory structures, garages, barns

Butler Township Workers' Compensation Information

If the homeowner is the contractor, please complete the following and stop at the dotted line.

I, _____, am the homeowner and am "Exempt from
(Print Name)

Workers' Compensation.

Homeowner's Signature

Date

If the homeowner is not the contractor for the building permit, the contractor in compliance with Act 44 of 1993, hereby submits the following information. Please check one of the following:

A current *Certificate of Insurance* showing proof of Workers' Compensation is attached to this form. The certificate must indicate **Butler Township** as the certificate holder. **Signature required below, but does not need notarized.**

The building permit contractor qualifies as "Exempt from Workers' Compensation". Please indicate the reason for the exemption by shading in one of the following. **Complete the box below and get notarized.**

- Contractor is a Sole Proprietor without employees.
- All of the contractor's employees on the project are exempt on religious grounds under Section 304.2 of the Act. Explain in detail: attach as necessary.

- Contractor is a corporation, and the only employees working on the project have and are qualified as "Executive Employees" under Section 104 of the Act. Explain the status of any/or all workers on the project: attach as necessary.

Name of Contractor / Company: _____

Address: _____

City _____ State _____ Zip Code _____

1. Any subcontractors used on this project will be required to carry their own workers' compensation coverage.
2. The applicant is not permitted to employ any individual to perform work on this project pursuant to the permit in violation of the Act.
3. Violation of the Workers' Compensation Act or the terms of this permit will subject the applicant to a stop-work order and other fines and penalties provided by law.

Contractor Signature: _____ Date: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Signature of Notary Public

My Commission Expires

PROPERTY OWNER AUTHORIZATION

I, _____, do hereby authorize
Property Owner's Name Printed

_____ to act on my behalf in
Acting Agent's Name Printed

applying for a Building Permit for the following work:

to be performed at _____
Address where construction will occur

Property Owner's Signature

Property Owner's Street Address

Property Owner's City, State, Zip Code

Date