



CITY OF PHILADELPHIA  
 DEPARTMENT OF LICENSES & INSPECTIONS  
 Construction Services Division  
 Municipal Services Building - Concourse Level  
 1401 John F. Kennedy Boulevard  
 Philadelphia, Pennsylvania 19102

**EZ PERMIT**  
**BUILDING SIGN INSTALLATION**  
**For installation of signs on existing buildings**

**EZ Building Sign Installation Permit**

Obtain Building permits for sign installation to an existing building without submitting plans by meeting the Conditions and Limitations below.

(If any of the conditions mentioned below are exceeded, drawings must be submitted to the Department of Licenses and Inspections for review and the seal / signature of a Professional Engineer Licensed in the Commonwealth of Pennsylvania may be required).

**Conditions and Limitations:**

- Signs must be mounted flat against the wall (parallel to building façade).
- A maximum of three (3) signs are permitted in a single application.
- Signs may not extend more than twelve inches (12") beyond the wall face.
- The bottom edge of signs may be located no higher than twelve feet (12'-0") above finished grade.
- The top edge of signs may be located no higher than fifteen feet (15'-0") above finished grade.
- The total area of each sign may not exceed 36 square feet and twelve feet (12'-0") in any direction.
- The total weight of a single sign assembly may not exceed 7 pounds per square feet (7 psf) including lighting, trim, etc.
- All installed signs shall can withstand a three (3) second 90 mph wind gust and snow loads in accordance with Chapter 16 of the Building Code.
- The total cost of installation may not exceed \$25,000.
- Properties located on the Philadelphia Historic Registry are not eligible for an EZ permit.

**Installation Requirements:**

- Signs attached to masonry, concrete or steel shall be safely and securely fastened by means of metal anchors, bolts or approved expansion screws of sufficient size and anchorage to safely support the loads applied.
- Wall signs attached to exterior walls of solid masonry, concrete or stone shall be safely and securely attached by means of metal anchors, bolts or expansion screws not less than 3/8" in diameter and shall be embedded at least five inches (5").
- Wood blocks shall not be used for anchorage, except in the case of wall signs attached to building with walls of wood.
- A wall sign shall not be supported by anchorages secured to an unbraced parapet wall.

AP# \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_



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**Applicant to complete information below:**

Use of Space: \_\_\_\_\_ Zoning / Use Registration Permit #: \_\_\_\_\_

Will the Signage be Illuminated?  No  Yes (if Yes, a separate electrical permit must be obtained)

	<b>Sign Type</b> (Flatwall; Cabinet; Channel Letters - (Raceway; Individual Flush Mounted)	<b>Size</b>  (L x H x D)	<b>Height</b>  (feet / inches above finished grade)	<b>Weight</b>  (lbs)	<b>Wall Type</b>  (Solid Masonry, Hollow Masonry, Frame (wood/metal), Solid Stone/Concrete, Other)	<b>Sheathing, Insulation &amp; Finish Layers</b>  (Stucco - thickness; Plywood / Cement Board - Thickness, Ext. Insulation Finish (EIFS) - Thickness; Other - Thickness)	<b>Fasteners</b>  (Quantity per sign or individual letter, Material, Size and Spacing)
<b>Sign #1</b>							
<b>Sign #2</b>							
<b>Sign #3</b>							

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