



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**  
**ZONING SIGN INSTALLATION**  
**For installation of signs on existing buildings**

**EZ Zoning Sign Installation Permit**

Obtain zoning permits for sign installation to an existing building without submitting plans by meeting requirements below. Deviations will require submission of plans to the Department of Licenses and Inspections with your permit application.

EZ zoning sign permits are only valid for the zoning classifications listed below:

TABLE 1

DISTRICT	ALLOWABLE SIGN AREA
CMX-1	*1 square foot per linear foot of building frontage
CMX-2 / CMX-2.5	**3 square feet per linear foot of building frontage
CA-1 / CA-2	10 square feet of linear foot of store front width

*/\*\* For corner properties, the allowable sign area along the longer building frontage = (\*0.5 SF / LF) (\*\*2 SF / LF)*

**To be eligible for an EZ zoning permit:**

- A photograph of the store front must be included with application.
- An approval letter from the Department of Parks and Recreation is required for any signage proposed within the Cobbs Creek / Roosevelt Blvd / Parkway Buffer area and otherwise mandated by the Zoning Code.
- Properties located within Center City overlay districts, NCA Ridge Avenue control or CAO City Avenue control are not eligible for EZ permit

**Conditions and Limitations:**

**Signage must be:**

- Limited to a single space and a single street frontage.
- Limited to three (3) signs (existing and proposed).
- Accessory to the approved use of the space.
- Installed on the first floor and shall not extend above the roof line or the second-floor window sill (whichever is lower).
- Flat wall and / or awning type (with copy only on the front face).
- Non-illuminated or internally illuminated and static (i.e. digital or mechanically rotated).

**Signage cannot be:**

- Cabinet, freestanding, projecting, roof mounted, directional, marquee, portable, window or non-accessory.
- Flashing, intermittent, or animated.

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

Applicants Signature: \_\_\_\_\_



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**Applicant to complete the following information:**

Address of Property / Space No: \_\_\_\_\_

Street Frontage Name (for corner properties only): \_\_\_\_\_

Type of Business: \_\_\_\_\_

Zoning District Classification: \_\_\_\_\_ Building / Store Frontage Width: \_\_\_\_\_ linear feet

Total Allowable Sign Area (see Table 1): \_\_\_\_\_ square feet

	Sign Description	Permit No.	Sign Type		Size	Sign Area
	Existing / Proposed	<i>Existing Signs Only</i>	Flat wall / Awning	Internally Illuminated / Non-Illuminated	Width and Height	(Sq. Ft.)
<b>Sign #1</b>						
<b>Sign #2</b>						
<b>Sign #3</b>						
<b>TOTAL SIGN AREA</b>						

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

Applicants Signature: \_\_\_\_\_