

SIGNS

REQUIRED INFORMATION FOR PLANS REVIEW TO OBTAIN PERMIT.

WALL MOUNTED SIGN:

- Show where sign will be located on building.
- What is the makeup of the wall that sign will be attached (plywood, drywall, plaster and lath, block, brick etc.).
- How will sign be attached (specific details such as 6, 1 & 1/2 inch wood screws, machine screws, sheet metal screws, toggle bolts, masonry bolts, machine bolts etc.)
- Dimensions of sign (height, length and width).
- What material is the sign made of (wood, plastic, metal, composite etc.)
- Height of sign from walking surface to bottom of sign.
- Electrical details if applicable.

POLE SIGN:

- Show where sign will be located in regards to buildings, parking areas, road ways or intersections.
- Height of sign from walking or driving surface to bottom of sign.
- Dimensions of sign (height, length and width).
- What material is sign made of (wood, plastic, metal, composite etc.)
- How will sign be attached (specific details such as 6, one and half wood screws, machine screws, sheet metal screws, toggle bolts, masonry bolts machine bolts etc.).
- Pole signs, one pole or two or more, pole made of wood if so give size such as 4x4 3x4 6x6 etc. Wood round pole give diameter, If metal give type (Steel pipe A53B standard weight, extra strong, double extra strong or other, give nominal diameter such as 1/2, 3/4, 1 inch etc. Steel tubing A500B square or rectangular, size such as 16x16x1/2, 10x10x1/4 etc. Aluminum 6063 T6 tube, square or rectangular, round pipe.
- How is pole attached to ground (imbedded in concrete or bolted to concrete, width, thickness, depth and psi of concrete?)
- Wind load in MPH (miles per hour) show how wind load was calculated.

MONUMENT SIGN:

- Show where sign will be located in regards to buildings, parking areas, road ways or intersections.
- Dimension of sign (length, width, height).
- What material is sign made of (wood, plastic, metal, masonry, composite etc.)
- How is sign attached to ground, if by footer give details of footer (width, thickness, depth, and psi) and how sign is attached to footer (epoxies, bolts give size, cement give psi, welded etc.) If attached by other method give full details.
- Wind load in MPH (miles per hour) show how wind load was calculated.

ROOF SIGN:

- Roof signs applications shall be attached to a complete set of construction plans showing constructed is entirely of metal or other approved noncombustible material.
- Signs 50 feet in height shall provide documentation that building is of type 1 or type 2 construction. Building construction type 3, 4 or 5, sign minimum height 35 ft.

PROJECTING SIGN:

- Show where sign will be located on building.
- Sign length, width and height.
- What material is sign made of (wood, plastic, metal, composite, foam etc.)
- What is support made of, give dimensions, length, thickness etc. Is support also being supported with guy wires, steel rods, metal chain etc.
- Give wall mounting detail.
- Sign is attached to support by? Metal chain, steel rods, and guy-wires, give sizes of supports.
- Wind load and how it was calculated.

**When insufficient information is given, a code review cannot be processed thereby causing a delay in your permit being processed and your work moving forward.

City of Morgantown Application

Plan Review

Submittal Date

___/___/___

Type of Work: Demo Asbestos New SFD New COMM

Garage Addition Deck Sprinkler Fire Alarm Grading

Remodel or Repair Shed Other

Property Information

Street Address Where Work will be done:	Morgantown, WV
Contact EMAIL:	

Square ft of Build

Cost of Project

Sprinkler Head Count

SIGNATURE OF APPLICANT

ADDRESS OF APPLICANT

PRINT NAME

PHONE

OFFICE USE ONLY

PERMIT:

New SFD:	FIRE New COMM:
New COMM:	Sprinkler:
Garage:	Fire Alarm:
Addition:	Sign:
Site Plan:	Other:

Application Processed By: _____

DATE

Total Fee

Detailed Description of Work to be Done:

Detailed Description of Materials to be Used:

ILLUMINATION:

Internally Externally None

PLEASE DESCRIBE: _____

SIGN DEMENSIONS:

Height _____ ft Width _____ ft Area _____ sq ft

STRUCTURE DEMENSIONS:

Height _____ ft Width _____ ft

DISTANCE from BUILDING *(if applicable)*: _____ ft

HEIGHT above SIDEWALK *(if applicable)*: _____ ft

**The following information must be submitted with this application:*

- *Photographic illustration of existing conditions*
- *Rendering of the sign showing the dimensions*
- *Photographic illustration of proposed conditions*
- *Site Plan drawn to scale, if sign is not affixed to existing building*
- *A copy of the applicant's liability insurance naming the City as coinsured*

OFFICE USE ONLY

APPROVALS:

Engineering Department Approval Notes:

Signature of person reviewing: _____ **DATE**

Planning Department Approval Notes:

Signature of person reviewing: _____ **DATE**

Code Enforcement Approval Notes:

Signature of person reviewing: _____ **DATE**

Fire Department Approval Notes:

Signature of person reviewing: _____

VALIDATION:

Permit Number:	Fee
Electrical:	Fee
Grading:	Fee
Stop Work Order:	Fee

Application Accepted and Processed By: _____

Total Fee

Approved By: _____ **DATE**

Signature of Person Picking Up Building Permit: _____ **DATE**

Print Name of Person Picking up Permit: _____