



# BOROUGH OF VERONA

736 East Railroad Avenue • Verona, Pennsylvania 15147 • (412) 828-8080 • Fax (412) 794-8691

## Sign Permit Application

Date: _____	Architect/Engineer: _____
Applicant Name: _____	_____
Address: _____	Phone: _____
_____	Fax: _____
_____	Email: _____
Phone: _____ Fax: _____	
Email: _____	
<b>CHECK #</b> _____	

Property where work is proposed: \_\_\_\_\_

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

### Sign Information

**Type of Sign:** \_\_\_\_\_

Sign Dimensions: Ht.: \_\_\_\_\_ Length: \_\_\_\_\_ Projection: \_\_\_\_\_

Illuminated? \_\_\_\_\_ Interior or Exterior \_\_\_\_\_

Free Standing Setbacks: Rt.: \_\_\_\_\_ Left: \_\_\_\_\_ Rear: \_\_\_\_\_ Front: \_\_\_\_\_

Wall Signs: Façade sq. ft.: \_\_\_\_\_ #Tenants in Bldg: \_\_\_\_\_

**Total Cost of Work:** \_\_\_\_\_

### Contractor Information

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

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

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

Worker's Compensation Policy No.: \_\_\_\_\_

Insurer: \_\_\_\_\_

Expiration No. \_\_\_\_\_

**NOTE: A permit will not be issued until a copy of the worker's compensation insurance certificate is submitted indicating Borough of Verona as the certificate holder.**

All permits required by the Commonwealth of Pennsylvania Department of Labor & Industry including Highway Occupancy Permits shall be obtained by and are the responsibility of the applicant. The applicant shall be responsible for identification of all utilities prior to excavation.

The undersigned hereby acknowledges that the above information and attached documents and drawings are true and accurate and that the permit requirements have been read and understood.

Applicant Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

**Building Owner's Signature:** \_\_\_\_\_ **Print:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Borough Use:* Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Initials \_\_\_\_\_

Date Approved: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Denied: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Sign Permit Instructions & Checklist

- The Sign Permit application has been completed in full and signed by both applicant & owner:
- Signs other than Wall-Marque-Awning; A survey by a PA registered land surveyor has been submitted with the sign documents. The survey shall indicate the setback distance to every property line. The location of all proposed driveways shall be indicated on the submitted survey.
- Two (2) copies of scaled and accurate sign drawings have been submitted. Provide attachment and Foundation details where applicable.
- All applicable Highway Occupancy Permits from PennDot shall be obtained (attach copies) where applicable.
- The attached "Worker's Compensation Affidavit" has been completed.
- The Required Inspections sheet has been read and signed. (Borough will identify required inspections)
- Pennsylvania One Call shall be notified prior to any excavation. 1-800-242-1776
- The Sign Permit fee shall be paid at time of issuance of permit. [Resolution #353]
- The Zoning Officer may request additional drawings for certain signs and sign structures.



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## Worker's Compensation Affidavit

The applicant for the Building Permit, in compliance with Act 44 of 1993, hereby submits the following Information and Affidavit. One of the following requirements must be marked:

- A current *Certificate of Insurance* indicating Worker's Compensation is attached. The certificate must indicate the Borough of Verona as the holder.
  
- The building permit applicant or indicated contractor qualifies as "Exempt from Worker's Compensation. Please indicate the reason for the exemption by checking one of the following and completing the subsequent information.
  - The Contractor/applicant is the owner of the property.
  - Contractor/Applicant is a Sole Proprietor without employees.
  - All of the contractor/applicants employees on the project are exempt on religious grounds under Section 304.2 of the Act. Please explain in detail: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - Contractor/Applicant 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: \_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Complete the following:

Date: \_\_\_\_\_  
Name of Applicant/Contractor: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

1. Any subcontractors used on this project will be required to carry their own worker's 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 Worker's 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.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_  
Company: \_\_\_\_\_ Title: \_\_\_\_\_

**Required Inspections**  
**Contact Professional Code Services Inc. (PCS) to schedule inspections**

Phone 724-449-2633/Fax 724-449-2673

The following periodic inspection (marked ✓) are required to ensure compliance with the Building Permit you have been issued. All inspections shall be requested no sooner than 48 hours before the inspection is required. A FINAL INSPECTION IS REQUIRED FOR ALL BUILDING PERMITS.

- STAKE-OUT INSPECTION: **Prior to ANY building excavation.** ALL corners of structure clearly staked out...ALL property lines clearly marked.
- FOOTING INSPECTION: Before placement of concrete. All required re-enforcement in accordance with the approved drawings should be installed. All reinforcement shall be placed in the bottom 1/3 of the footing and shall be suspended on chairs or other approved device. **Re-Bar Grounding Electrode for Electric Service completed.**
- FOUNDATION: (When reinforcement is required) Prior to the placement of all required cell block grouting. All required reinforcement shall be in place. When added to the grout, all aggregate shall be 3/8 inch maximum.
- BACKFILL: Prior to any backfill. Rough framing must be completed. All waterproofing shall be completed. All drains and filter fabric shall be in place. All anchor bolts shall be installed.
- ROUGH ELECTRICAL: All electrical installations shall be installed in accordance with the 2008 NEC. Electrical inspections are performed by PCS (724-449-2633).
- ROUGH PLUMBING: All drains, vents and water distribution shall be in place. A pressure test shall be conducted at this time at this time and accessible for the inspector [5lb air or 10-foot water column].
- ROUGH MECHANICAL: After the installation of all ductwork, fuel gas piping and flues.
- INSULATION: All required insulation installed in walls including areas to be concealed, prior to wallboard.
- ROUGH FRAMING: After all rough electrical and plumbing inspections have been approved prior to insulation.
- WALLBOARD: All fasteners installed prior to compound or finish material.
- FINAL ELECTRICAL: Electrical inspections are performed by PCS (724-449-2633).
- FINAL PLUMBING: All fixtures shall be installed and fully functional.
- FINAL MECHENICAL: After all equipment and installation of fixtures.
- OCCUPANCY/FINAL INSPECTION: All mechanical inspections shall be completed.
- OTHER \_\_\_\_\_: Where in the opinion of the Building Official a special inspection is required.

Work shall not proceed until the above inspections are approved by the Building Official. Failure to obtain any of the above inspections may result in penalties in accordance with the UCC Act 45 & local ordinance.

Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_