



437 Butler Street  
Etna, PA 15223  
P: 412-781-0569  
F: 412-782-5302

[www.etnaborough.org](http://www.etnaborough.org)

## Sign Permit Application

### PURPOSE

A Sign Permit Application is required by the Borough of Etna when undertaking the installation, alteration, relocation, or changing of a sign. This ensures that any alterations or changes in use comply with the Borough's zoning ordinance.

### APPLICATION CHECKLIST

- Fully completed and signed application.
- All applicable PennDOT Highway Occupancy Permits, if required.
- Workers' Compensation Insurance Certificate from all identified contractors.
- Site/Signage plan or plat of survey (preferred) drawn to scale, to include:
  - Location and dimensions of lot.
  - Location and dimensions of all existing buildings and proposed location of sign
  - All driveways and accesses to property.
  - Setbacks from front, side, and rear property lines.
  - Floor elevation of proposed new buildings.
  - North arrow.
- Any additional information deemed necessary by Borough of Etna officials.

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*Incomplete Applications Will Not Be Reviewed*



DATE:

## PROPERTY INFORMATION

ADDRESS:				LOT/BLOCK#:	
FEMA FLOOD ZONE:	A/AE	X	N/A	CONSTRUCTION COST (EST.):	
ZONING DISTRICT:	R-1	R-2	C-1	C-2	INDUSTRIAL RIVERFRONT OVERLAY

## APPLICANT INFORMATION

APPLICANT NAME:	EMAIL:
ADDRESS:	PHONE:

## OWNER OF RECORD (check here if same as applicant )

NAME OF OWNER:	EMAIL:
ADDRESS:	PHONE:

## TENANT

NAME:	PHONE:
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## PROJECT INFORMATION

<b>SIGN #1</b>	SIGN TYPE:	Ground	Window/Door	Wall	Projecting	Awning
		Temporary	Historic Tablet	Plaque/Cornerstone/Nameplate		Portable
	TWO-SIDED SIGN?:	Y	N	TOTAL AREA (SQ. FT.)	DIMENSIONS:	
	PROJECTION FROM WALL:				DISTANCE FROM PROPERTY LINE:	
	GRADE TO BOTTOM OF SIGN:				GRADE TO TOP OF SIGN:	
	ILLUMINATED?:	Y	N	IF SO, PLEASE DESCRIBE:		
SIGN TEXT:						

<b>SIGN #2</b>	SIGN TYPE:	Ground	Window/Door	Wall	Projecting	Awning
		Temporary	Historic Tablet	Plaque/Cornerstone/Nameplate		Portable
	TWO-SIDED SIGN?:	Y	N	TOTAL AREA (SQ. FT.)	DIMENSIONS:	
	PROJECTION FROM WALL:				DISTANCE FROM PROPERTY LINE:	
	GRADE TO BOTTOM OF SIGN:				GRADE TO TOP OF SIGN:	
	ILLUMINATED?:	Y	N	IF SO, PLEASE DESCRIBE:		
SIGN TEXT:						

## Borough of Etna Sign Permit Application

<b>SIGN #3</b>	SIGN TYPE:		Ground	Window/Door	Wall	Projecting	Awning	
			Temporary	Historic Tablet	Plaque/Cornerstone/Nameplate		Portable	
	TWO-SIDED SIGN?:		Y	N	TOTAL AREA (SQ. FT.)		DIMENSIONS:	
	PROJECTION FROM WALL:				DISTANCE FROM PROPERTY LINE:			
	GRADE TO BOTTOM OF SIGN:				GRADE TO TOP OF SIGN:			
	ILLUMINATED?:		Y	N	IF SO, PLEASE DESCRIBE:			
SIGN TEXT:								

### BUILDING INFORMATION

BUILDING HEIGHT:	LINEAR FEET OF FRONTAGE:
IS THERE EXISTING SIGNAGE ON THE PROPERTY? If yes, please explain:	

### CONTRACTOR / PROFESSIONAL SERVICES

NAME/COMPANY:	(Check if property owner)
ADDRESS:	PHONE:
EMAIL:	HIC/EIN #:
Contractor, in compliance of Act 44 (Workers' Compensation) of 1993, hereby submits: <i>(please check one)</i> <div style="display: flex; justify-content: space-between;"> <span>Certificate of Insurance</span> <span>Certificate of Self-Insurance</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Affadavit of Exemption*</span> <span>Contractor/Applicant is Sole Proprietorship</span> </div> <p style="font-size: small; margin-top: 5px;">*Required when a Building Permit is required, but self-insured</p> <p style="font-size: small; margin-top: 5px;">Contractor/Applicant is a corporation or partnership and the only employees working on the job have and are qualified as "Executive Employees" under Section 104 of the Workers Compensation Act. Please explain:</p>	

### SIGNATURE

I hereby certify that the above information is true and correct to the best of my knowledge and belief, and that the proposed use/work is authorized by the owner of record. I further agree to comply with the provisions of the Codes and Regulations of the Borough of Etna and all other applicable laws and regulations of Allegheny County, Commonwealth of Pennsylvania and the United States, whether or not specified in this application. In addition, I agree that if a permit is issued, the permit may be revoked by administrative action of the Borough of Etna for failure to comply with said laws and regulations.

APPLICANT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

OWNER SIGNATURE (if different): \_\_\_\_\_

DATE: \_\_\_\_\_

**Borough of Etna**  
Sign Permit Application

<b>BOROUGH USE ONLY</b>		
RECEIVED:	<u><b>STATUS</b></u>  APPROVED  DENIED  BUILDING PERMIT REQ'D	<u><b>FEE:</b></u> \$20  Cash  Check # _____
APPROVAL CONDITIONS:		
DENIAL REASONS:		
PERMIT #:	ISSUED BY:	DATE: