

**POLICY GUIDELINES AND CHECKLIST FOR
COMMERCIAL SIGN PERMITS**

As required by Bureau Veritas North America, Inc.

ALL INFORMATION MUST BE FILLED IN, CHECKED OR MARKED N/A

_____Application

_____Local Municipal Approval

_____Two copies of sign design showing dimensions, materials and required details of construction, including loads, stresses and anchorage details.

- Please check with building code official to determine if stamped design is required.
- Fees will be determined by using Bureau Veritas' sign and alteration/ renovation schedule.
- If branch circuit supply to sign is done by another contractor, the owner needs notified to obtain a separate electrical permit. Sign permit cannot be finalized until all inspections are complete.

SIGNS EXEMPT FROM PERMITS:

1. Painted non-illuminated signs
2. Temporary signs announcing the sale or rent of property
3. Signs erected by transportation authorities
4. Projecting signs not exceeding 2.5 square feet
5. The changing of moveable parts of an approved sign that is designed for such changes, or the repainting or repositioning of display matter shall not be deemed an alteration

THE FOLLOWING INSPECTIONS WILL BE REQUIRED, WHEN APPLICABLE:

Inspection Category:	Inspector sign-off and date
1. Foundation (prior to placement of footings)	_____
2. Frame (prior to finish)	_____
3. Electrical (rough in)	_____
4. Final (prior to job completion and leaving job site)	Building _____
	Electric _____

This is a directory of inspections that must be posted at the job site and approved in order to obtain a Certificate of Approval. It is the responsibility of the permit holder to call at least 24 hours in advance to schedule the above inspections.

THIS COMPLETED FORM MUST BE TURNED IN WITH PLANS

Permit No. _____

Bureau Veritas North America, Inc.

PERMIT APPLICATION

For questions or to submit your paperwork, please contact the office nearest you
(locations attached)

Township or Borough: _____ Date: _____

Work Site Address: _____
(street) (city) (state) (zip)

Owner/Applicant: _____ Phone: _____

Mailing Address: _____
(street) (city) (state) (zip)

Contractor: _____ Phone: _____

Contractor Address: _____
(street) (city) (state) (zip)

TYPE OF WORK (Please check either "Residential" or "Commercial" below and provide all information requested)

Residential Project: Description _____ Cost \$ _____

New Bldg. Square Footage All Floors: _____ (not including garage)

Finished Basement Square Footage (if applicable) _____

Office Use Only
Use Group _____ Construction Type _____ Code Used _____

Commercial Project: Description _____ Cost \$ _____

New Building Existing Building New Bldg. Square Footage All Floors: _____

Use Group _____ Construction Type _____ Occupancy Load _____ Code Used _____

I hereby certify that the proposed work is authorized by the owner of record and that I am or have been authorized to make this application as his/her authorized agent and we agree to conform to all applicable laws of this jurisdiction.

Print Name _____

Signature _____ Date _____

OFFICE USE ONLY

Building Plan Review Date: _____

Approved

Not Approved

Plan Reviewer: _____

Permit Fee: \$ _____

OVER

RIDGWAY BOROUGH MUNICIPAL PRIOR APPROVALS

(To ensure that all local ordinances are complied with, this form must be completed by the applicant and signed by a Municipal Official prior to the issuance of a building permit by Bureau Veritas North America, Inc.)

Applicant/Property Owner: _____ **Phone:** _____

Mailing Address: _____

Contractor: _____ **Phone:** _____

Address: _____

Project Cost: \$ _____

Please check one below:

Residential Project: Description _____ **Size:** _____

Commercial Project: Description _____ **Size:** _____

Work Site Address: _____

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction.

Signature: _____ **Date:** _____

APPLICANT MUST HAVE BOROUGH COMPLETE THE FOLLOWING:

Site Located Within Flood Plain? _____ **Zoning Type** _____

Type of Sewage: _____ (Approval Attached) Not Applicable

Type of Water: _____ (Approval Attached) Not Applicable

Road Occupancy Permit: _____ (Approval Attached) Not Applicable

Stormwater Management: _____ (Approval Attached) Not Applicable

I hereby certify that this application is in compliance with all relevant ordinances of Ridgway Borough and therefore eligible for Municipal approval.

Date Approved/Issued: _____

Borough Officer/Secretary: _____

DIRECTION FORM

ADDRESS OF PROJECT _____

BETWEEN _____ AND _____
(cross street) (cross street)

PLEASE PROVIDE DETAILED INSTRUCTIONS ON HOW TO GET TO THE CONSTRUCTION LOCATION:

TO BE INCLUDED WITH EVERY BUILDING PERMIT APPLICATION



**BUREAU
VERITAS**

Bureau Veritas Office Locations - Pennsylvania

Western Pennsylvania	Eastern Pennsylvania
Armstrong Office	Broomall Office
204 Butler Road, Suite 3	790A Parkway Drive
Kittanning, PA 16201	Broomall, PA 19008
P: 724.548.1414	P: 877.392.9445
F: 724.548.1403	F: 877.392.9444
Brookville Office	Pocono Office
1514 Route 28	5510 Memorial Drive
Brookville, PA 15825	Tobyhanna, PA 18466
P: 814.849.2448	P: 570.894.2801
F: 814.849.0825	F: 570.894.2986
Huntingdon Office	Wyoming Office
10773 William Penn Highway, Suite D	184 Keiserville Road
Huntingdon, PA 16652	Tunkhannock, PA 18657
P: 814.643.3480	P: 570.836.7196
F: 814.643.3766	F: 570.836.5967
Mifflin Office	
821 Electric Avenue, Suite C	
Lewistown, PA 17044	
P: 717.242.0992	
F: 717.242.4391	
Somerset Office	
451 Stoystown Road, Suite 105B	
Somerset, PA 15501	
P: 814.701.2181	
F: 814.701.2182	