



DEPT. OF LICENSES & INSPECTION
MUNICIPAL BUILDING
250 POND STREET
BRISTOL, PA 19007

GUIDELINES FOR MAKING APPLICATION FOR A SIGN PERMIT

A permit is required to erect a sign.

Fill out the permit application completely along with a building subcode form. If electric is included with the proposed sign, you will need to complete an electrical subcode form also.

All contractors must have a current license with Bristol Borough, submitting a current insurance certificate.

You will need to submit two complete sets of drawings and details for the proposed sign. Be sure to include the following:

- 1. The dimensions of the proposed sign.**
- 2. Windload calculations, if necessary.**
- 3. If a freestanding sign, submit a site plan indicating the location of the proposed sign, showing setbacks to property lines. Include a detailed drawing of the sign indicating the height of same.**
- 4. If a wall sign, show the sign on the wall of the building, indicating the building height and width, as well as, the distance from the ground level to the proposed sign.**

If the property is located in the Historical District, you will need Historical Architectural Review Board approval prior to obtaining a permit and erecting the sign. You will need to fill out the HARB Application and the Borough will schedule you to go before the HARB Board.

**The Bristol Borough Departments of Licenses and Inspections will call you when your permit is approved and ready for pickup.
Any questions, feel free to call 215-785-4501.**