

# TOWNSHIP OF CONCORD

DELAWARE COUNTY  
689 SMITHBRIDGE RD., GLEN MILLS, PA 19342



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MEETING NIGHT - 1st TUESDAY

ROBERT J. WILLERT  
TOWNSHIP MANAGER

PENNONI ASSOCIATES, INC.  
TOWNSHIP ENGINEER

HUGH A. DONAGHUE  
TOWNSHIP SOLICITOR

## Sign Permit Regulations

All contractors must first be registered with Concord Township.

Along with the completed application you must return:

1. Two **(2)** sets of **sign details**,
2. Two **(2)** copies of **plot plan** indicating where signage will be located on the property, site elevations must be included on this plan.
3. A **signed contract** between you and the customer, which has cost of each sign individually (manufacturing & installation), as sign permit fee is based on cost of sign.
4. **Approval from the owner/landlord** of this property.
- 5.\* **Attached** signs, you must provide a copy of the **attachment detail**.
- 6.\* **Freestanding** signs, please provide a **cross section of the foundation detail**. The foundation details must be sealed, dated & signed by a Pennsylvania Engineer. (An additional fee of \$75.00 will be added to the permit fee for a foundation inspection.)

Mail the completed application, along with the contract, plot plan, and drawings to the attention of Susan Fox, Codes Secretary. After our Zoning Officer has reviewed the permit; we will contact you with the cost of the permit.

If you have any further questions, please feel free to contact Susan (ext. 27) or via e-mail at [sfox@concordtownship.org](mailto:sfox@concordtownship.org).

*\*A separate electrical permit application is also required for all signs that are illuminated.  
Only a registered Master Electrician can complete the electrical permit.*