

Orange Township Sign Permit Cheat Sheet

IS A SIGN PERMIT REQUIRED FOR YOUR PROJECT?

a sign permit is required for:

- Vehicular/ Directional
- Outdoor Advertising or Billboards
- Commercial or Industrial wall signage
- Illuminated Window Signage
- Wall Signage
- Monument Style/Free-standing Signs*
- Temporary Signs Advertising Real Estate for sale or Identifying Developer or Builder
- Face Changes

a conditional use permit is required

a sign permit is not required for:

- Political signs
- Garage/ Yard Sale
- Sign for home occupation
- For Sale, Lease or Rent (residential only)
- Signs less than 10 sq. ft.
- Real Estate Open House
- Temporary Sign for special public or institutional even
- Non-Illuminated Window (cannot exceed 25% of window square footage)

prohibited signs:

- Portable Signs, banners, pennants, streamers, flashing lights, "A"frame, air activated devices
- Signs or advertising on any natural features
- Signs on Fences
- Signs resembling an official sign, signal or device
- Signs mounted or painted on the roof of any building or structure

what to know about temporary signs:

- A permit may be required
- If permitted, it is valid for up to 6 months; at which point it either needs to be removed or renewed
- Grand openings require permit: valid for 15 days
- Must adhere to Article 22 standards
- Sign must be outside of ROW (15 feet)

THE PROCESS OF OBTAINING A PERMIT



if a permit is required

Review Article 22
of the Orange Township
Zoning Resolution

Fill out Application
Include with it the following:

- Scaled site plan
- Sign Details
- Fee payment (see current fee schedule on Orange Township website)

Review Period
Staff reviews application for completeness, and for zoning code compliance. The applicant will receive notice of permit decision within 7-10 business days



if a permit is not required

Contact Agencies
Check with other agencies to verify whether or not they require a permit (i.e. building department)

Proceed
with project



CONTACT LIST

Orange Township

Michele Boni (740) 548-5430 ext. 3125
Planning and Zoning Director
Contact for permit requests

Jeffrey Beard (740) 548-5430 ext. 3124
Zoning Enforcement Officer
Contact for general inquires

Maintenance Dept. (740) 548-4576
Permits, Inspections and Occupancies

Delaware County

Building Dept. (740) 833-2200
Permits, Inspections and Occupancies