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SUBMITTAL GUIDE FOR COMMERCIAL SIGNS

1. A Building and Electrical Permit application must be completed and submitted.
2. Provide drawings showing the structural components of the sign. This may include such items as wind load, footing and other loads as applicable. These drawings must be stamped by a design professional registered with the State of Pennsylvania.
3. Indicate how wall mounted signs will be secured to the structure.
4. Drawings must show all dimensions of the sign(s).
5. Provide drawings showing the electrical characteristics of the sign. For example, is this a neon, fluorescent or LED type sign. The location of the sign disconnecting means should also be shown on the drawings.
6. Confirmation of listing by a Nationally Recognized Testing Agency (such as UL) for the sign with either the UL numbers or a letter from the sign manufacturer stating the sign will be listed. Please note that the UL label must be visible at the final electrical inspection.
7. Call for inspections as listed on the required inspection list you will receive with your permit.
8. You must call for a final inspection after the job is complete. The contractor may need to meet the inspector on site at the final inspection.