

Sign Permits

- Signage mounted to the building for a new or existing business; less than 32 square foot (excluding refurbishing for an existing business) (See Building Permits for other requirements)
- Window lettering for a new or existing business; banners of any size for a new or existing business excluding temporary banners
- The size of allowable signage is calculated at two (2) square feet per one (1) linear foot of the building's road frontage.
- No flashing or chasing lights allowed.
- General information
 - Permit application forms may be picked up at our Office or printed from this site. Please print, complete and return the first page ONLY. Applications should be accompanied by two (2) copies of clearly labeled project drawings, as applicable.
 - Applications may be signed by the contractor. In addition, the owner of the property must sign the application.
 - Per the Code of the Borough of Kutztown Chapter 225, applications deemed complete will be reviewed within thirty (30) days. Applicants will be notified by phone when the review is complete and approved. Applicants will be notified by certified mail when an application is not approved. Without exception, applications are processed in the order that they are received per the date indicated by our Office.
 - Permit fees should be paid after the application is approved. Checks should be made payable to Borough of Kutztown. Please do not send cash through the mail. Credit card payments must be made in person at our office, unless the Community Development Office has a current credit card authorization form on file in your name. We accept VISA, Master Card and Discover. Kutztown Community Partnership gift cards are also accepted as a form of payment. Permits will be issued by our Office only after the permit fees have been paid in full. Work shall not begin until you have received the permits.
 - Approved applications are valid for six (6) months from approval date and permits may be picked up during normal business hours. Approved permits not issued within this time frame will be deemed abandoned and become invalid. [Chapter 225-43.B(1)]
 - Issued permits will be deemed invalid if the authorized work has not commenced within six (6) months of the permit issue date, or if the authorized work is not completed within two (2) years from the issue date of the permit. [Chapter 225-43.B(2)]
 - Inspections required will be listed with each permit and can be arranged through the Community Development Office within 24 hours of a request.
 - Upon final approval by the inspector, our Office will issue and mail you a Certificate of Completion for your permit.

Sign Permit Fees - *The fee schedule below will serve as a list of common fees charged and may not be inclusive of all possible fees associated with a project. Please contact the Community Development Office for more information.*

Residential and Non-Residential	
Permit Fees	
Application Fee	\$0
Minimum Permit Fee	\$25.00
Signs	\$25.00 minimum fee \$2.00 per square foot of signage