

City of Bethlehem
Bureau of Code Enforcement
Application for Permit

This section for office use only: Permit No. _____

Ward _____ Block _____ Zoning District _____ Permit Fee \$ _____

Use Group _____ Construction Type _____ Code Year _____ Occupancy Load _____

Description: _____

Please Print Clearly Application Date: 11/10/2025

Address of Construction: 413 E 3rd Street, Bethlehem, PA 18015

RESIDENTIAL COMMERCIAL Construction Cost \$ 23,536.00

Brief description of work: Installation of one (1) double-sided internally-illuminated blade sign.

Sign will connect to existing electric.

Check where appropriate:

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Reroof | <input type="checkbox"/> New Building | <input type="checkbox"/> Fire Alarm | <input type="checkbox"/> Temporary Use |
| <input type="checkbox"/> Siding | <input type="checkbox"/> New Addition | <input type="checkbox"/> Sprinkler | <input type="checkbox"/> Parking Lot |
| <input type="checkbox"/> Façade | <input type="checkbox"/> Interior Alteration | <input type="checkbox"/> Tent | <input type="checkbox"/> Foundation |
| <input type="checkbox"/> Fence | <input type="checkbox"/> Deck | <input type="checkbox"/> Razing | <input type="checkbox"/> Other _____ |
| <input checked="" type="checkbox"/> Sign | <input type="checkbox"/> Swimming Pool | <input type="checkbox"/> Accessory Bldg. _____ | |

Three sets of construction drawings and the site plan must be submitted with this application.

Property Owner's Name: PD Polk Street II LLC Phone # _____

Property Owner's Address: _____
City State Zip

Applicant: Riley Rager (Reed Sign Company) Phone # _____

Applicant's Address: _____
City State Zip

Applicant's Email Address: _____

Contractor: Reed Sign Company Phone # _____

Contractor's Address: _____
City State Zip

IMPORTANT: A current *Certificate of Insurance for Workers Compensation* and a Business Registration/Mercantile License application must be submitted with this application if not already on file with the City of Bethlehem.

The City of Bethlehem has the right to request a property survey if applicable.



REEDSIG-01

AQUARNERE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/2/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Unvest Insurance, LLC	CONTACT NAME: Annamarie Guarnera	FAX (A/C, N):
	PHONE (A/C, No, Ext):	
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Selective Insurance Co. of South Carolina	NAIC #: 19259
INSURED Read Sign Company, LLC	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
[Redacted Coverage Table]							

City of Bethlehem is included as additional insured under the general liability where required by permit.

CERTIFICATE HOLDER

CANCELLATION

City of Bethlehem
10 E. Church Street
Bethlehem, PA 18018

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Annamarie Guarnera



Outlook

413 E 3rd St - Permit Application - Sign



Your application for permit has been reviewed by the Zoning Officer, and additional information is required as follows:

- Signs attached to a main wall of a principal building shall not project more than 3.5 feet therefrom, and no portion shall be less than 8 feet above the basic grade and no more than 25 feet above grade. Zoning Ordinance Sec 1320.09(a)(2)(i).

If you have any questions regarding the above comment please contact the Zoning Officer, David Taylor, at 610-997-7640.

Tina Roberts



PLEASE NOTE: The Permit Office is CLOSED Wednesday afternoons to walk-ins from 1:00 PM to 4:30 PM.

This temporary closure is due to the digitization of the permit files.
Thank you for your patience and understanding.