SIGN PERMIT APPLICATION

Applications must be printed or typewritten and have all information answered. A detailed plan of signage reflecting size, height, construction, lighting, and other applicable elements as well as a site plan locating the proposed signage must accompany this application. Incomplete or illegible applications will not be accepted or processed.

Sign Restrictions: Signs must be outside of street right-of-ways and setbacks are to be respected. Signs which interfere with traffic safety at intersections and/or obstruct traffic signs/signals are prohibited. Flashing lights and/or ballons/windsocks and moveable elements are prohibited. Temporary signs are limited to one sign per lot/site (valid 4 weeks per year) and size is restricted to a maximum of 20 sq.ft. Power source and wring must to be safe.

PROJECT NAME _____ PHONE _____

PROJECT LOCATION _____

PROPER OWNER OF LOCATION _____
Name Address

SIGN CONTRACTOR _____ PHONE _____

CONTRACTOR ADDRESS _____ PHONE _____

CONTACT PERSON _____ CONTRACTOR LICENSE# _____

DESCRIPTION OF PROPSED SIGN/SITE/PLACEMENT _____

_____

SIGN TYPE: ☐ PERMANENT ☐ NEW ☐ TEMPORARY SIGN* ☐ EXISTING

SIGN SIZE: TOTAL SQ. FT _____ HEIGHT _____

☐ Freestanding (ground)	☐ Marquee	☐ Erect	☐ Alter
☐ Shingle	☐ Canopy	☐ Enlarge	☐ Repair
☐ Roof	☐ Banner	☐ Demolish	☐ Relocate
☐ Wall	☐ Office (see above)	☐ Other _____	

I hereby certify that I have examined this complete application and the statements therein are true and correct, and that all work shall be done in accordance with the N.C. State Building Codes and all other applicable Local, State and Federal Laws. The Building Inspector and/or the Zoning Administrator shall be notified of any changes in the plans and specifications for this project.

Representative's Name (print) _____ Date Submitted _____

Signature(owner or authorized agent) _____

OFFICE USE ONLY

NHC Parcel # _____ *Lot#* _____ *Block#* _____

Zone _____ *Setback* _____ *Max. Size* _____ **Temporary Sign (4wks max)* _____ _____
From *To*

Additional Information/Comments: _____

_____

Authorization _____ Sign Permit Fee $25.00

Building Permit Fee _____