

Application for Sign Permit

Name: _____ Location: _____

Address: _____

Phone: _____

1. Attach a sketch of the sign showing the exact size, shape, number and type of sign to be erected.
2. Attach a sketch of the sign showing the location proposed for such signs in relation to property lines, zoning district boundaries, right-of-way lines and existing signs.
3. Value of sign(s) _____
4. Method and type of illumination _____
5. Remarks: _____

I (we) agree to conform to all Town Ordinances and Laws of the State of North Carolina and that no modification, alterations or changes from the plans and specifications submitted herewith, will be made without prior approval of the Building Inspector.

Date: _____ Signed: _____

DO NOT WRITE BELOW THIS LINE

Application approved: _____ Application denied: _____ for the following reasons: _____

This becomes a permit upon approval and payment of fee in the amount cited below:

Zoning: _____
_____ Zoning Official (Building Inspector if Applicable)

Permit Number: _____ Date Issued: _____

Fees Paid and Acknowledged \$ _____
(\$65 per sign) _____ collected by

Sign permit procedures:

(L) ***Permit procedures.*** The building inspector shall issue a permit for the erection or construction only for a sign which meets the requirements of this section. Unless otherwise provided for in this section, no sign or sign structure, regardless of its cost of construction, shall be erected, replaced, relocated, constructed, changed or altered until after a permit has been issued by the building inspector. Applications for permits to erect, hang, place, paint or alter the structure of a sign shall be submitted on forms obtainable from the building inspector three days prior to the issuance of a permit. Each application shall be accompanied by a plan showing the following:

- (1) **Name and address of the owner of the sign.**
- (2) **Exact size, shape, configuration, design, area, height, nature, number and type of sign to be erected.**
- (3) **The value of the sign or sign structure.**
- (4) **The method and type of illumination, if any.**
- (5) **The location proposed for such signs in relation to property lines, zoning district boundaries, right-of-way lines, and existing signs.**
- (6) **If conditions warrant it, such additional information as will enable the building inspector to determine if such sign is to be erected in conformance with the requirements of this section.**

(M) ***Permit sign fees.*** Before issuing a permit, the building inspector shall collect the fees as established in the schedule of permit fees.

(N) ***Penalty for failure to obtain permit.*** Should any person actually begin any work for which a permit is required by this section without taking out a permit, he shall pay, in addition to the fees provided in section (M), an additional amount equal to 100% of the required fees and shall be subject to all penalty provisions of this section.

(O) ***Inspection.*** The building inspector may make or require any inspections of any construction work to ascertain compliance with the provisions of this section and other laws which are in force and to ascertain that the sign is erected or displayed as indicated on the approved sign permit application.

