

# Sign Permit Application Form

433 Hay Street, Fayetteville, North Carolina 28301  
910-433-1753/1764/1356 Fax # 910-433-1588

<https://www.fayettevillenc.gov>

**~ PLEASE READ AND FILL OUT COMPLETELY ~  
FAILURE TO DO SO WILL RESULT IN DELAY OF PROCESSING**

## HOW TO APPLY FOR A SIGN PERMIT

### **Pole Signs:**

1. Each sign requires its own permit.
2. Requires signed and sealed engineered footing drawings with wind load calculations.
3. Requires scaled drawings/pictures of the sign.
4. Requires a commercial building application for the sign footing/foundation.
5. Requires an electrical permit application for the sign connection (1 permit for all illuminated signs).
6. Requires a site plan for sign location(s).

### **Ground Signs:**

1. Each sign requires its own permit.
2. Requires wind load calculations and if the sign is over 6 feet will require signed and sealed engineered footing drawings with wind load calculations.
3. Requires scaled drawings/pictures of the sign.
4. Requires a commercial building application for the sign footing/foundation.
5. Requires an electrical permit application for the sign connection (1 permit for all illuminated signs).
6. Requires a site plan for sign location(s).

### **Wall Sign:**

1. Each sign requires its own permit.
2. Requires scaled drawings/pictures of the sign.
3. Requires drawing/picture of building with location of sign.
4. Requires an electrical permit application for the sign connection (1 permit for all illuminated signs)

### **Historic District:**

1. Contact Zoning Department for authorized signage.
2. Complete Certificate of Appropriateness.
3. Contact Historical Resources, Planning Department at 433-1612 for appointment.
4. Return to Zoning Department with copy of approved Certificate of Appropriateness.
5. Each sign requires its own permit
6. Requires scaled drawings/pictures of the sign.
7. Requires drawing/picture of building with proposed location of sign.
8. Requires an electrical permit application for the sign connection (1 permit for all illuminated signs).
9. NOTE: Most signs are window signs, however, other signs may require additional documentation.

## CONTRACTOR / APPLICANT INFORMATION

\_\_\_\_\_  
Name of Applicant or Sign Contractor

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email Address

## PROJECT LOCATION

_____ Number & Street Name	_____ Business Name	_____ Lot #	_____ Parcel ID#
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_____ Property Owner/Lessee	_____ Telephone - Owner/Lessee
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_____ Address (if different from 'Project Location') Owner/Lessee	_____ Email –
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## SIGN DESCRIPTION

<input type="checkbox"/> Reface  <input type="checkbox"/> Wall  <input type="checkbox"/> Ground  <input type="checkbox"/> Pole  <input type="checkbox"/> Projection  <input type="checkbox"/> Canopy/Awning  <input type="checkbox"/> Other: _____	Surface area of sign (Total sq. ft.):		<input type="checkbox"/> Non-Illuminated  <input type="checkbox"/> Illuminated  <input type="checkbox"/> Internal  <input type="checkbox"/> External  <i>Please list the Electrical Contractor obtaining the Electrical permit:</i>
	Type of facing/surface material:		
	Type of support:		
	Overall height of sign if freestanding:		
	<b>Pole Sign:</b> Space from the bottom of the sign and the ground:		
	Distance (ft.) from edge of sign & right-of-way 5ft. min for pole and 10 ft. min for ground:		
	How was right-of -way determined:		
<b>ALL THIRD PARTY LISTING LABELS:</b> <i>Must be recognized by the State Of North Carolina and Clearly Visible on Signs at the Time of Inspection.</i>		<b>ALL FREESTANDING SIGNS:</b> <i>Shall be Constructed to Withstand Wind Pressure of 120 MPH as Required by the North Carolina State Building Code.</i>	

Linear Building frontage for wall signs:	Lot frontage for Freestanding Sign:	Lot/parcel size:	Total Existing signage (sq ft):	Corner Lot Yes/No:	ZONE
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**Cost of Sign Construction: \$** \_\_\_\_\_

**Permit Fee: \$** \_\_\_\_\_

I hereby certify that all information in this application is correct and all work will comply with the North Carolina State Building Code and all other applicable state and local laws and ordinances and regulations. The Building, Plan Review & Inspection Division will be notified of any changes in the approved plans and specifications for the project permitted herein. I certify that all ground and pole signs meet the 120 mph wind load.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Date