



Sign Permit Application

Please check all applicable boxes and complete the required documentation. Additional information and submittal requirements are contained in Sections 2.5.3 and 6.12 of the Unified Development Ordinance (UDO).
If completing by hand, please use black or blue ink.

Date: \_\_\_\_\_

\* Please fill out all required fields

Contact Information\*

Property Owner(s): \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant (if different than property owner): \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Information\*

Parcel ID Number (PIN): \_\_\_\_\_

Address: \_\_\_\_\_

Permit Information\*

Type of Permit (please select one): [ ] New sign [ ] Expansion [ ] Demolition
[ ] Change out [ ] Other \_\_\_\_\_

Details of proposed sign project: \_\_\_\_\_

Total linear frontage of building along roadway (in feet): \_\_\_\_\_

Existing Signs - Provide an inventory of existing signs on the property\*

If more than 5 signs please attach additional sheets.

Table with 4 columns: Type of Sign, Size of Sign (square feet), Location, Illumination of Sign (if applicable)


**Proposed Signs - Provide detail on the proposed signs for the property\***

If more than 5 signs please attached additional information.

Type of Sign	Size of Sign (square feet)	Location	Illumination of Sign (if applicable)

**Additional Information – Freestanding Signs\***

Proposed setbacks: Front: \_\_\_\_\_ Side (right): \_\_\_\_\_  
Rear: \_\_\_\_\_ Side (left): \_\_\_\_\_

Method of mounting:  Pole  Ground/monument

Proposed height (in feet from finished/adjacent grade): \_\_\_\_\_

Will sign be illuminated?  Yes  No Method: \_\_\_\_\_

Note: If not internally illuminated, permit request shall be accompanied by a formal lighting plan produced in accordance with Section 6.11 of the Unified Development Ordinance.

**Other Submittal Information\***

Based on Sections 2.5.3 and 6.12.7 of the Unified Development Ordinance (UDO):

A drawing/rendering of the sign, drawn to scale, showing the design of the sign including proposed sign area, dimensions, method of attachment/support, source of illumination (i.e. external or internal). If sign is proposed to be pole or ground mounted, applicant shall supply information demonstrating compliance with Section 6.12 of the UDO.

A rendering of the building showing the location of all proposed/existing mounted signs (i.e. wall, window, etc.).

A site plan/plot plan, drawn to scale, completed in accordance with the provisions of the UDO indicating the location of the sign relative to all property lines, easements, buildings, streets, and other existing on-site signs.

**Building Inspection Information\***

Please complete the following section if the proposed sign is greater than 6 feet and/or includes an electrical or plumbing component

**Sign to be permitted:**  Replacement of sign face(s) only  Wall mount sign  
 Ground mount/monument (site plans showing the location of the sign and plans are required)

**Will there be electrical?**  Yes  No **Extending existing wiring** \_\_\_\_\_

**New electrical service:** \_\_\_\_\_ amp service

**Will there be an irrigation system?**  Yes  No **Water feature**  Yes  No

**Description of the work to be performed:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Value of Project:** \_\_\_\_\_

**General Contractor** Name: \_\_\_\_\_

License #: \_\_\_\_\_ Class: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Electrical Contractor** Name: \_\_\_\_\_

License #: \_\_\_\_\_ Class: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Plumbing Contractor** Name: \_\_\_\_\_

License #: \_\_\_\_\_ Class: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Certification and Signatures\***

I certify that, to the best of my knowledge, the information contained within this application package, and in the supporting documents, is a factual representation of the proposed development and includes all submittal information as required by Sections 2.5 and 6.12 of the UDO.

I understand that a Zoning Compliance Permit shall be issued authorizing the activities contained herein and that each new project requires a new, complete, application form.

I acknowledge that by signing this application, the Orange County Planning and Inspections Department is authorized, pursuant to NCGS 160D-403, to make as many inspections of the subject property as may be necessary to verify that the proposed work outlined herein is consistent with the provisions of all applicable State and local laws, ordinances, and regulations.

By signing this application, I acknowledge and agree that inspectors, zoning officers, and other staff of the Orange County Planning & Inspections Department have a right, upon presentation of proper credentials, to enter the subject property at any reasonable hour for the purposes of inspection or other enforcement action

\_\_\_\_\_  
**Owner Signature(s)**

\_\_\_\_\_  
**Applicant Signature** (if different from owner)

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**Section Completed by Staff**

**Zoning:** \_\_\_\_\_ **Watershed:** \_\_\_\_\_

**Other overlay districts impacting property:** \_\_\_\_\_

**Is the property located within the Major Transportation Corridor Overlay District?**  Yes  No