



Sign Permit Application

For Planning Department Use Only	
Fee:	_____
Date Fee Paid:	_____
Permit Number(s):	_____

NOTE: This is a sign permit application only. A Building / Electrical Permit may also be required. Please contact our office if you need additional assistance or have any questions.

Date: _____ Tax PIN Number: _____ Existing Zoning: _____

Location: _____

Business Owner: _____ Phone Number(s): _____

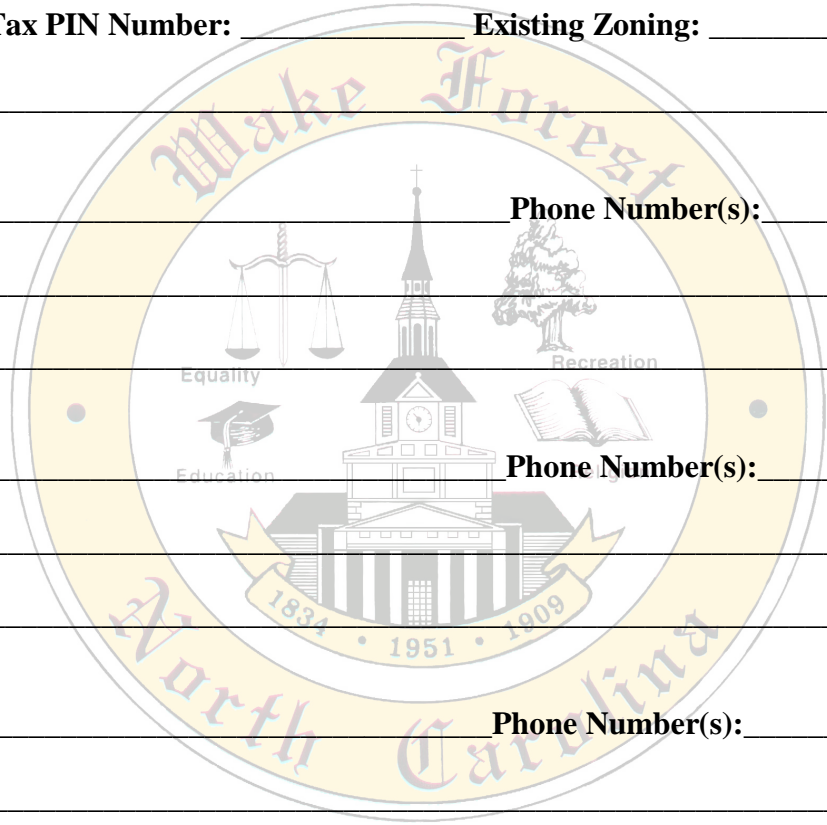
Address: _____

Property Owner: _____ Phone Number(s): _____

Address: _____

Sign Contractor: _____ Phone Number(s): _____

Address: _____



SIGN TYPE (Check all applicable)

<input type="checkbox"/> Wall	<input type="checkbox"/> Awning / Canopy Sign	<input type="checkbox"/> Other _____
<input type="checkbox"/> Ground	<input type="checkbox"/> Sandwich Board	
<input type="checkbox"/> Projecting / Suspended	<input type="checkbox"/> Traffic Control / Parking Lot	

DIMENSIONAL INFORMATION

Type of Sign	No. of Signs	Sign Length/Height	Total Sign Area	Length of Wall*	Height** above grade	Illumination (external/internal/N/A)

*Wall signs only. **Ground signs only.

ADDITIONAL SUBMITTAL REQUIREMENTS

- Two color copies of all proposed signs drawn to scale and labeled with dimensions.
- For ground signs.** Two copies of a site plan drawn to scale showing the exact proposed location. Label all easements, if applicable, and include proposed setbacks from property lines.
- For wall signs.** Two color copies of the proposed sign(s) shown on the wall for erection drawn to scale.
- An electrical permit is required for all illuminated signs.
- Sealed engineered drawings from a licensed NC Engineer are required for all ground signs exceeding sixty (60) inches in height measured from the top of the footing. The drawing must include a statement demonstrating that the proposed sign will withstand the 100 mph. wind zone.

ADDITIONAL INFORMATION

A permit shall be applied for and received from the Town before erecting, placing, rebuilding, reconstructing, or moving any sign except those signs exempt from regulations.

The following changes shall not require a sign permit:

- Change of copy on signs specifically designed for changeable copy.
- The electrical, repainting or cleaning maintenance of a sign.
- The repair of a sign.

Inspections: All signs for which a permit is required shall be subject to inspection by the Town. The applicant is required to call the Town to schedule an inspection upon permanent erection of the sign. A representative of the Town shall be authorized to enter at all reasonable times upon any property or premises to ascertain whether the provisions of the code are being obeyed. The Town may order the removal of any sign that is not in accordance with the provisions of the code. Twenty-four (24) to forty-eight (48) hours notice is required for all inspections. All inspections should be called in by permit number.

Maintenance: Signs shall be kept in proper repair. The owners of any sign judged substandard by the Town of Wake Forest Zoning and Code Enforcement Officer shall be notified in writing and the said owner shall have thirty (30) days in which to make repairs. Failure to comply with within thirty (30) days will result in further legal action.

Material Specifications: All materials used in signs must meet requirements set forth in the NC Building Code governing signs.

Electrical: All wiring shall be contained in conduit or enclosed in poles or raceways. In no case shall the wiring be exposed to the public.

All signs shall comply with Article VI, Section 5, Signs of the Wake Forest Zoning Ordinance.

Fees: Permit fee is \$50.00 per sign as of July 01, 2007.

The applicant shall be issued a sign permit decal upon application approval which shall be affixed in a location on the sign which is clearly visible or on the front window of the business at time of inspection.

I hereby acknowledge that the information provided on this application is complete and I agree to comply with all Town of Wake Forest Ordinances and Codes regarding signs. I understand that signs should not be erected or installed without full authorization of the property owner. Finally, I hereby authorize on-site inspections by the Planning Staff.

Signature _____ Date: _____
(Property Owner or Representative)

<u>For Planning Department Use Only</u>		
Approval / Denial	Signature: _____	Date: _____
Reason for Denial: _____		

