



# TOWN of WAKE FOREST

## Sign Permit Submittal Checklist

A Sign Permit is a type of Development Permit ([15.6.1](#)) and indicates compliance with the provisions of the [Wake Forest Unified Development Ordinance \(UDO\)](#). A Sign Permit is required for any signage requiring a permit. [Chapter 11](#) of the UDO includes signage standards for permitted locations, maximum area, height, number of signs and illumination. A building permit is usually required in addition to a development permit. Illuminated signs will also require an electrical permit. All materials used in signs must meet all applicable requirements set forth in the NC Building Code governing signs.

<b>A</b>	<b>General Requirements</b>
1	Provide renderings of all proposed sign(s) which include the following information:
	i. Scaled drawings, labeled with sign dimensions (height, width, depth)
	ii. Color renderings
	iii. Label sign square
	iv. Raceway details, if applicable
	v. Linear feet of wall/façade of tenant space to which the sign is affixed
	vi. Label proposed materials
	vii. Sign height measured from sidewalk and/or road, whichever is lower
	viii. Proposed lighting or illumination, if applicable
2	Provide Written Landlord Approval.
3	Any sign 6' or greater will be require a design professional in accordance with the current state adopted Building Codes. Signs less than 6' in height above grade are exempt from Building Permits.
<b>B</b>	<b>Sketch Plan</b>
1	A Sketch Plan shall be provided to accurately reflect the nature of the application. The Sketch Plan shall show in simple sketch form the shape and dimensions of the lot on which the proposed sign(s) are to be constructed as well as all information listed below:
	i. North Arrow and Scale not less than 1" = 50'
	ii. Layout of existing streets
	iii. Building(s) location
	iv. Environmental Conditions (Special Flood Hazard Areas, Wetlands, Etc.)
	v. Public and private easements and buffer areas
	vi. Applicable setbacks from property line
	vii. Label the distance proposed sign(s) will be constructed from the property lines
	viii. Label which building façade each sign is proposed to be located on
	ix. Sight distance triangles
	x. Sign Locations
	xi. Property lines and dimensions

	<i>Additional requirements based on sign type below:</i>
<b>C</b>	<b>Monument Signs:</b>
1	Provide a landscaping plan in accordance with <a href="#">Chapter 11</a> of the UDO.