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SIGN PERMIT REQUIREMENTS

INCOMPLETE APPLICATION WILL NOT BE PROCESSED

(Important information needed in addition to the permit application)

****Wall signs and freestanding/pylon signs MUST be on separate applications****

All information is REQUIRED in order to process your application**

Wall Signs: Two (2) copies of a mounting detail plan indicating the following:

1. Location and dimension of the existing buildings and signs;
2. Location and dimensions of all proposed sign(s);
3. Graphic illustration of each proposed sign indicating the dimensions of the sign, total area of the sign, **detailed list of material used to construct and mount sign(s)**;
4. Include tax parcel number of the property on your application.
5. Include square footage of the sign(s) on your application.
6. Include detailed electrical diagram/drawing if the sign requires an electrical connection.
7. Include Building Frontage.

Freestanding Signs: Two (2) copies of a site plan and two (2) copies of designed sign drawings indicating the following:

1. Property boundary lines and dimensions:(survey, approved site plans, plot plans, etc);
2. Adjacent street right of ways and site distance triangles;
3. Adjacent easements indicating width and use;
4. Location and dimensions of existing buildings and signs;
5. Location and dimensions all proposed sign(s) on at least an 8 1/2" X 14" page to clearly show location;
6. Graphic illustration of each proposed sign indicating total area, height, width, length, depth, and distance to adjacent structures, drives, parking areas, street lines and right of ways;
7. **Designed drawings** (when required), by a professional engineer or architect, illustrating the sign and its footings with the type of material used for all. All signs should be designed to meet the **110-mile per hour** wind load requirements of the current NC State Building Code. All drawings, including revisions of drawings and all engineering letters, submitted to the Inspections Division shall bear the Engineer's **original stamp, signature and date**.
8. Include tax parcel number of property on your application.
9. Include detailed electrical diagram/drawing if the sign requires an electrical connection.

You may FedEx, UPS, or mail your application to the Inspections Division of the Community Development Department at **201 W. Fifth St., Greenville, NC 27835**, or fax your application to (252)329-4424. Do **NOT** send payment with your application. After receiving a phone call from the **Inspections Division** notifying you that your permit is ready to be picked up, you (or your authorized representative) shall secure the permit in person and make payment at that time before any work is to commence.

IMPORTANT NOTE: Sign(s) installed, erected or materially altered, including change of copy, prior to obtaining required permits and payment of associated fees shall constitute a violation of both the building code and zoning regulations. Such violations may result in additional permit fees and the issuance of civil citations for each incident and for each day the violation exists.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE INSPECTIONS DIVISION AT (252) 329-4466 OR THE PLANNING OFFICE AT (252) 329-4608.