



SIGN PERMIT REQUIREMENTS

(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**

All plans and documents are to be uploaded via the online Permit Portal

Wall signs:

1. Location and dimensions of all proposed sign(s) to be clearly shown.
2. 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);
3. Include mounting details with spacing of anchors or other mounting types.
4. Include tax parcel number of the property, total square footage of the sign (s) and the building frontage on your application.
5. Include detailed electrical diagram/drawing if the sign requires an electrical connection.

Freestanding signs:

1. Location and dimensions of all proposed sign(s) to be clearly shown.
2. Property boundary lines and dimensions :(survey, approved site plans, plot plans, etc.);
3. Adjacent street right of ways, site distance triangles and adjacent easements indicating width and use.
4. Location and dimensions of existing buildings and signs and all proposed sign(s).
5. 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;
6. Foundation design required for all new freestanding signs. Engineer's evaluation of existing sign foundation/ mounting pole may be required if the layout of the sign is changed. All signs must be designed to meet the wind loads as required by the current edition of the NC Building Codes adopted by the City of Greenville.
7. Include tax parcel number of property, total square footage of the sign(s) and the lot frontage on your application.
8. Include detailed electrical diagram/drawing if the sign requires an electrical connection.

All permit applications must be submitted electronically through this link:

<https://energov.greenvillenc.gov/EnerGov/SelfService#/home>

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) 329-4116.