



Sign Permit Application

August 2023

Development and Design
305 East Union Street, Suite A100
Morganton, NC 28655
P.O. Box 3448
Morganton, NC 28680
permits@morgantonnc.gov
828.438.5260

Fee: See Reverse for Fee by Application Type

All portions of the application must be completely filled out, required plans provided, and fee paid prior to the application being accepted. For assistance completing this application, contact Development & Design Services.

Permit Number (City to Complete): _____

Date Submitted: _____ Property PIN: _____

Address of Sign Location: _____

Sign Type and Total Number of Each (a double-sided sign with same message both sides counts as 1 sign):

- Face Change Only #____
- Development Entrance #____
- Freestanding #____
- Interstate #____
- Wall (projecting, awning, canopy, window, and wall-mounted banners) #____

****SEE REVERSE FOR REQUIRED ACCOMPANYING DOCUMENTATION.**

Owner Information

Name of All Property Owners: _____

Is Owner the Applicant: Yes No

Applicant Information (Individual to whom all communication regarding application will be sent)

Applicant Name: _____

Company: _____

Billing Address: _____

Phone: _____

Email: _____

1. The applicant acknowledges that the issuance of a Sign Permit is contingent upon all required information being provided, including plans and supporting data, to a standard meeting the requirements of the City. The applicant certifies that all statements herein and in attachments to and additional information requested to complete assessment of this application, to the best of their knowledge, are accurate and true.
2. The applicant, by submission of this application, confirms that the owner of the property is aware of and in agreement with the proposal and plans provided as part of this application.
3. If sign is to be electrified, an electrical permit may be required; please contact Building Inspections at permits@morgantonnc.gov or 828-438-5266.
4. No work of any kind may begin until this permit, and any other required permits, are issued.
5. Any permit issued may be revoked if any false statements are found to be made within this application. If revoked, all work must cease until a new permit is issued.

Submit application to permits@morgantonnc.gov.

Sign Permit Application Requirements		
Sign Type	Fee	Information Required (use check box to ensure all documents are submitted for timely processing)
Face Change Only Development Entrance Sign Wall Sign (projecting, awning, canopy, window, and wall-mounted banners)	\$ 50.00	For all signs: <input type="checkbox"/> The shape, dimensions, content, colors, and type of the sign(s) <input type="checkbox"/> Site plan showing the location of the sign(s) on the lot with respect to buildings, property lines, and adjacent rights-of-way <input type="checkbox"/> The location and size of any existing sign(s) to remain on the property <input type="checkbox"/> Whether the sign is internally or externally illuminated For <u>wall</u> signs: <input type="checkbox"/> The building length and height For <u>freestanding</u> signs: <input type="checkbox"/> Landscaping plan (may be included on site plan) For <u>freestanding</u> , <u>interstate</u> , and <u>digital off-premises</u> signs: <input type="checkbox"/> Footing details - If signs are under 20 feet in height, computer software programs such as Sign Calculator Software are acceptable for design, designed for 90 MPH wind load and 20 lb. snow load. Signs 20 feet and above require a N.C. Engineer's Seal on the footing details. (Submit one PDF or printed copy of each plan) <u>Refer to Sections 2.2.3.4 and Section 5 of the Zoning Ordinance for more information</u>
Freestanding	\$ 50.00 (+80.00 footing inspection) Any additional inspections \$80.00 each	
Interstate Digital Off-Premises*** (as allowed under Section 5.4.5 of the Zoning Ordinance)	\$ 75.00 (+80.00 footing inspection) Any additional inspections \$80.00 each	
<ul style="list-style-type: none"> • Plans should be line drawings, not photos, unless line drawings on aerial photos for site plans. • Plans must show measured dimensions. • If required, landscaping plan shall label all plant material with its genus, species, and variety name to insure appropriate growth and habit characteristics are specified. 		