



# Town of Wilkesboro

P.O. Box 1056

Wilkesboro, NC 28697

Phone: (336)838-3951 Fax: (336)838-7616

## APPLICATION FOR SIGN PERMIT

**\*NOTE: A building permit is required for a ground sign with an area over 15 square feet and/or any sign with an electrical connection.**

Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Project Address** \_\_\_\_\_

Subdivision or Project name \_\_\_\_\_ Lot number \_\_\_\_\_

Project Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Sign/Business Owner \_\_\_\_\_

Business Type \_\_\_\_\_

Address \_\_\_\_\_

**Type of sign:**     Attached                       Freestanding  
  
 Subdivision Entrance             Billboard  
  
 Other \_\_\_\_\_

All sign permit applications must be completely filled out, contain supporting paperwork and signed prior to Town review. Required information for drawings is listed below. Please review Section 5.6 in the Town of Wilkesboro Zoning Ordinance before submitting a sign drawing.

Please verify the following information has been included on an attached drawing

\_\_\_\_\_ Location of sign on the property

\_\_\_\_\_ All sign dimensions: length, width, and height

\_\_\_\_\_ All graphics, colors, and fonts

\_\_\_\_\_ Length of street frontage

\_\_\_\_\_ Sign is located out of public right of way

\_\_\_\_\_ Freestanding signs have no more than two sides

\_\_\_\_\_ Height above the ground

\_\_\_\_\_ Verify that there is remaining allowable sign area at the proposed location

**Electrical Permit:**

Electrical Cost \$ \_\_\_\_\_

Contractor Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

License number \_\_\_\_\_ Classification:  Limited  Intermediate  Unlimited  Owner  Other

**Owner/Agent Statement:**

I hereby certify that I have the authority to make the necessary application; that all information in this application is correct and all work will comply with the State Building Code and all other applicable State and local laws and ordinances and regulations or private building restrictions, if any, which maybe e imposed by deed. The Inspection Department will be notified of any changes in the approved plans and specifications for the project herein. I understand that it is unlawful to energize any electrical circuit of a lighted sign prior to gaining written approval from the Code Enforcement Officer.

Owner/Agent Name (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Wilkesboro Planning Department Approval:**

Is the proposed sign located on a lot or parcel that is part of a subdivision or shopping center?  Yes  No

Is the sign located in the Central Business District?  Yes  No

Does the sign design meet all requirements for the given zone?  Yes  No

Comments/Notes: \_\_\_\_\_

- \_\_\_\_\_
- Approved
- Not Approved
- Fee \$ \_\_\_\_\_

Plans Examiner (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Building Department Approval:**

I have reviewed the application and Building and/or Electrical permits are not required; issue a Zoning permit only.

I have reviewed the application and construction drawings.

Issue the following permits:       Building Permit       Electrical Permit

Total Fee: \_\_\_\_\_

Plan Examiner (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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