



# EDGECOMBE COUNTY

## PLANNING & INSPECTIONS

PERMIT No. \_\_\_\_\_

FEE: \_\_\_\_\_

### APPLICATION FOR SIGN PERMIT

ALL QUESTIONS MUST BE ANSWERED COMPLETELY

---

**Applicant:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Owner: *If different from the applicant***

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address of proposed sign: \_\_\_\_\_

PIN: \_\_\_\_\_

Zoning Classification: \_\_\_\_\_

Note: It is advisable to consult a County Planner to determine if the proposed sign complies with zoning regulations.  
No sign shall be erected, repaired, or altered without first receiving a sign permit from the County of Edgecombe.

---

### SIGN TYPE, DIMENSIONS, AND RELATED INFORMATION

1. Type and number of signs:

\_\_\_ Awning Sign

\_\_\_ Canopy Sign

\_\_\_ Development Sign

\_\_\_ Flag

\_\_\_ Ground Sign

\_\_\_ Incidental Sign

\_\_\_ Outdoor Advertising Sign

\_\_\_ Pole Sign

\_\_\_ Political Sign

\_\_\_ Temporary Sign

\_\_\_ Wall Sign

\_\_\_ Window Sign

2. Approximate cost: \$ \_\_\_\_\_

3. Application is to:

Erect \_\_\_\_\_ Repair \_\_\_\_\_ Alter \_\_\_\_\_ Other \_\_\_\_\_

4. Wording or description of sign (for identification purposes only):

\_\_\_\_\_  
\_\_\_\_\_



# EDGECOMBE COUNTY PLANNING & INSPECTIONS

PERMIT No. \_\_\_\_\_

FEE: \_\_\_\_\_

5. Dimensions of proposed sign: *(in feet and inches)*

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq. ft.

*\*Include additional proposed sign dimensions on a separate sheet*

6. Is there existing signage: *(please indicate if existing signs will be removed)*

Yes \_\_\_\_ No \_\_\_\_ If Yes, \_\_\_\_\_ total sq. ft.

7. Approximate weight: \_\_\_\_\_ lbs.

8. Total height of monument/freestanding sign once erected (from ground to top of sign)

\_\_\_\_\_ ft.

9. For roof sign, give the total height of the building of which sign will be located:

\_\_\_\_\_ ft.

10. Building and lot frontage:

Building frontage: \_\_\_\_\_ ft.

Lot frontage: \_\_\_\_\_ ft.

11. Is the sign illuminated: Yes \_\_\_\_ No \_\_\_\_

12. Of what material will the sign be constructed:

Face \_\_\_\_\_ Frame \_\_\_\_\_ Support \_\_\_\_\_

13. Wall or projecting signs:

Type of wall to which sign will be secured:

\_\_\_\_\_ Masonry \_\_\_\_\_ Frame

14. Wall sign:

Inner edge will be \_\_\_\_\_ inches from the building.

Outer edge will be \_\_\_\_\_ inches from the building.

Lower edge of sign will be \_\_\_\_\_ feet above the street, alley, sidewalk, or property grade.

Sign will project \_\_\_\_\_ inches from the building.

15. Art mural dimensions: *(in feet and inches)*

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq. feet (max 1,000 sq. feet)

Building height \_\_\_\_\_ total ft. (1<sup>st</sup> story max.)

Proposed location on the building \_\_\_\_\_



# EDGECOMBE COUNTY

## PLANNING & INSPECTIONS

PERMIT No. \_\_\_\_\_

FEE: \_\_\_\_\_

**For off-premise signs (e.g., billboards), please complete the following:**

- a) Size of extensions: \_\_\_\_\_
- b) If required by ordinance, give wind pressure load \_\_\_\_\_, and working stress load \_\_\_\_\_.

**Be sure to include with the application:**

- A drawing or image of the building façade indicating the proposed location of the sign, height, dimensions, and square footage.
- A detailed drawing or sketch showing the sign, its dimensions, and location in relation to property lines, right-of-ways, site distance triangles, and existing signs.
- Details of how the sign will be installed in the ground.
- Illuminated signs may require a separate Electrical Permit; contact Edgecombe County Inspections Department at (252) 641-7802 for more information.

### APPLICANT'S CERTIFICATION

The undersigned certifies that the above statements are true to the best of his/her knowledge and belief. By signing this application, the applicant agrees that if this application is approved, the sign will conform in every detail with the requirements of the North Carolina State Building Code and the ordinances of the County of Edgecombe relative to advertising signs.

Responsible Applicant (Firm):

By: \_\_\_\_\_ Date: \_\_\_\_\_

### PERMIT APPLICATION APPROVAL

Zoning Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Building Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Does this sign conform to the North Carolina State Building Code and the City Code? Yes \_\_\_\_ No \_\_\_\_

If not, state why: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_