



## **Sign Permitting Requirements**

### **Complete the following:**

Sign permit application

### **Provide the following with your application:**

City zoning approval within city jurisdiction

City of Brevard Planning Department, City Hall, 95 West Main St., 885-5630

<http://www.cityofbrevard.com/153/Planning-Zoning>

County zoning approval within county jurisdiction

Transylvania County Planning Department, Community Services Building, 106 E. Morgan St., 884-3205

<http://planning.transylvaniacounty.org/>

GIS tax map or survey: draw location of sign

Transylvania County GIS

<https://gis.transylvaniacounty.org>

Dimensioned drawing of sign and footing detail

### **Required inspections:**

1. Footings (prior to pouring).
2. Rough electrical, final electrical (if applicable) by licensed contractor.
3. Final (when complete).

Note: Inspections requests must be called or faxed in by 4:00 p.m. the business day prior of the inspection.

### **Inspection Information:**

If the sign is within the City of Brevard's jurisdiction, a footing/setback inspection is required prior to the first inspection and prior to the final inspection. These setback inspections shall be requested from the City of Brevard Planning Department (883-8580).

Under no circumstances can we pin point a time for requested inspections.

Everything must be inspected prior to being concealed.

All inspections must be called in by person licensed and/or responsible for the work.

**Additional Information:**

Some signs are subject to approval from the N.C. Dept. of Transportation with regard to the State right-of-way. Without proper D.O.T. permitting, the State will consider your sign illegal, resulting in removal of your sign by the D.O.T.: 828-891-7911 or [www.ncdot.org/](http://www.ncdot.org/).

Copies of the sign ordinances are available online or by calling:

Transylvania County Planning Department, <http://planning.transylvaniacounty.org/>, 884-3205

City of Brevard Planning Department, <http://www.cityofbrevard.com/153/Planning-Zoning>, 883-8580