



Sign Permit Application

Property Owner: _____ Phone # _____
 Address _____
 Applicant: (if different from the owner) _____ Phone #: _____

PARCEL INFORMATION
 Tax Map/Parcel #: <https://gis.transylvaniacounty.org> _____
 City or ETJ: Yes No City Permit # (if applicable) _____
 Property Address: _____
 Site Directions _____

SIGN INFORMATION

Sign Contractor _____ License # _____ Phone _____
 Electrical Contractor _____ License # _____ Phone _____
 Sign Type: Freestanding _____ Portable _____ Temporary _____ Directional _____
 Off Premise _____ On Premise _____ Other _____
 Wood _____ Metal _____ Plastic _____ Other _____

Dimensions: _____ x _____ Proposed size of the sign face: _____ sq ft Proposed sign faces: _____
 Ground Sign Height (grade to top of sign) _____
 Proposed distance from the edge of right-of-way: _____ ft
 Proposed distance from the edge of adjoining property lines _____ ft _____ ft
 What is the right-of-way distance per the Dept. of Transportation? _____
 Located along a scenic corridor: Yes No

Footing Type: Concrete _____ Width: _____ Depth: _____
 Steel Post _____ Diameter: _____ Depth: _____
 Wood Post _____ Diameter: _____ Depth: _____

Will the sign be attached to an existing or proposed structure: _____
 Are there any other signs on the premises (including on building and free-standing)? Yes No
 Illuminated: Yes No Will the sign use an electronic message display: Yes No
 Please provide either a description or a copy of the proposed sign message: _____

Signature for Planning Department:

I certify that the information shown above is true, accurate and in conformance with the Transylvania County Sign Control Ordinance. I am aware that if not it could result in assessment of civil penalties or initiation or civil or criminal court actions.

(owner or agent)

Signature (owner or agent)

Date

Signature for Building Department

I hereby agree to conform to all applicable Transylvania County Ordinances and laws of North Carolina.

Signature of Applicant

Date

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**Building Office Use Only**

City Approval Y / N    County Approval Y / N    Received By: \_\_\_\_\_    Date: \_\_\_\_\_

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Date

\$ \_\_\_\_\_  
Fee

**Planning Department Use Only**

Fee: \_\_\_\_\_ Paid: Yes \_\_\_\_\_ No \_\_\_\_\_ Method: \_\_\_\_\_

Site Plans Attached: Yes \_\_\_\_\_ No \_\_\_\_\_

Permit Number: \_\_\_\_\_ Received by: \_\_\_\_\_

Application Received On: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Sign Enforcement Officer

Inspection Information

Date of inspection: \_\_\_\_\_ Inspection Deadline: \_\_\_\_\_

Inspector: \_\_\_\_\_

Approved: Yes \_\_\_\_\_ No \_\_\_\_\_