



### 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

**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: \_\_\_\_\_  
                    Sign Enforcement Officer

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

**Inspection Information**

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

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

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