



Sign Permit Application

Date Fee Paid: _____ Payment Type: _____ Permit #: _____

Required:

1. Renderings of the sign, including all dimensions, and proposed location
2. \$50.00 permit fee payable upon approval **(not charged if Certificate of Appropriateness is required)**
3. Building permit (in addition to sign permit) for most ground signs. Stamped engineering plans required.
4. Electrical permit (in addition to sign permit) for any sign requiring new electrical service

Business Name: _____ Property Address: _____

Property Owner: _____ PIN and/or LRK: _____ Zoning District: _____

Lot frontage: _____ lineal ft.

Building frontage: _____ lineal ft.

Type of Sign: Ground: _____ Wall: _____ Projecting: _____ Window: _____

Height: _____ Width: _____ Total Area: _____ sq. ft.

Illuminated? _____ Method: _____ Single face: _____ Double face: _____

Frame material: _____ Sign material: _____ Support material: _____

GROUND SIGN: Dimensions of entire structure: _____ Distance from public right-of-way: _____ ft.

PROJECTING (HANGING) SIGN: Distance to bottom edge: _____ Projection from building: _____ ft.

Applicant: _____ Phone: _____ Email: _____

Mailing Address: _____

- Full compliance with the Town of Southern Pines Unified Development Ordinance is required.
- Installation of signage is not authorized until the permit has been issued.

Date: _____ Signature of Applicant

Date: _____ Signature of Property Owner

APPROVED:

Date: _____ Town of Southern Pines Zoning Official

PLANNING DEPARTMENT
TOWN OF SOUTHERN PINES
801 SE Service Road, Southern Pines, NC 28387
plan@southernpines.net (910) 692-4003 www.southernpines.net