



TOWN OF MOREHEAD CITY **SIGN PERMIT APPLICATION**

**Must be completed by Property Owner or Authorized Agent.
Please use separate form for each proposed sign.**

Location (Address): _____

Property Owner: _____ Email: _____

Mailing Address: _____ Phone: _____

Applicant: _____ Email: _____

Mailing Address: _____ Phone: _____

Type or Use of Sign:

- Wall Sign Freestanding Sign
- Outdoor Advertising Sign Interior Parking Sign Menu Board
- Inflatable Display Banner Canopy Sign Awning Sign
- Suspended Sign Projecting Sign
- Other: _____

Sign (Business) Owner: _____ Email: _____

Business Name: _____ Phone: _____

Mailing Address: _____

Sign Contractor: _____ Email: _____

Mailing Address: _____ Phone: _____

Electrical Contractor: _____ Phone: _____

Mailing Address: _____ License #: _____

Applicant Initials

Please attach the following:

Freestanding sign information:

1. Two (2) plot plans showing location of sign on property, distance of sign from property lines and corners (intersections of rights-of-way) and from paved portion of right-of-way and locations of any other freestanding signs on property.
2. Two (2) sets of plans on sign showing dimensions (square footage), height (from average finished grade), width, sign materials, engineer/architect specifications and design for 140 mph wind zone if larger than 16 square feet or 7 feet in height.

Wall sign information:

1. Attach sheet including drawing of proposed sign and information as follows:
 - a) Lineal frontage of the building wall (length)
 - b) Sizes of all existing wall signs (length and width of each)
 - c) Size of proposed wall sign (length and width)
2. Specifications of how wall sign(s) will be attached.

Statement of Property Owner

I hereby certify that I am the property owner of the aforementioned described property. I have examined the attached plans and specifications and have no objections to installing the sign on my property.

Property Owner Signature: _____

** Check box in lieu of signature to indicate agreement with the above statement if submitting electronically.

Typed Name: _____ Date: _____

I hereby certify that all information on this application is correct and all work will comply with the State Building Code and all other applicable State and local laws and ordinances and regulations. The Planning & Inspections Department will be notified of any changes in the approved plan and specifications for the project permitted herein.

Applicant Signature: _____

** Check box in lieu of signature to indicate agreement with the above statement if submitting electronically.

Typed Name: _____ Date: _____

706 Arendell Street, Morehead City, NC 28557
Phone: (252) 726-6848 x125 Fax: (252) 726-2267

(Below to be filled in by Planning & Inspections Staff)

1. Parcel number: _____
2. Zoning of property: _____
3. Zoning compliance: _____
4. Approved/denied date: _____
5. Permit fee: _____