

**Town of Morehead City  
Application for Sign Permit**

**Assigned Permit # \_\_\_\_\_  
Permit Issuance Date \_\_\_\_\_**



Please remit to:

*Planning & Inspections  
706 Arendell Street  
Morehead City, NC 28557  
Phone (252) 726-6848  
Fax (252) 726-2267*

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

Location (Address): \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Type or Use of Sign (Check all that apply):

- ( ) Wall Sign      ( ) Freestanding Sign    \_\_\_Primary    \_\_\_Secondary  
( ) Outdoor Advertising Sign    ( ) Interior Parking Sign    ( ) Menu Board  
( ) Inflatable Display    ( ) Banner    ( ) Canopy Sign    ( ) Awning Sign  
( ) Suspended Sign    ( ) Projecting Sign  
( ) Other: \_\_\_\_\_

Sign (Business) Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Sign Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Electrical Contractor: \_\_\_\_\_ License #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
Applicant Initials

*This institution is an equal opportunity provider/employer.*

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 rights-of-way and locations of any other freestanding signs on property.
2. Two (2) sets of plans of 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 and/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 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 (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Signature

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 plans and specifications for the project permitted herein.

\_\_\_\_\_  
Applicant (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

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**(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: \_\_\_\_\_