



Sign Permit Application
(Separate Permit Required For Each Sign Type)

Property Information

Date: _____ Name of Business _____

Tax Parcel No.: _____

Location (Driving Directions): _____

Project Summary

☐ Permanent Sign ☐ Temporary Sign ☐ On-Premise ☐ Off-Premise

Sign Type(s) ☐ Freestanding ☐ Wall ☐ Electronic Message Center ☐ Instructional ☐ Window
☐ Highway (Billboard)

Sign Dimensions: Length _____ x Width _____ = Total Sq.Ft. _____

Height of Sign Above Ground _____ Height of Sign Above Road Grade _____

Lighting: ☐ Interior ☐ Exterior ☐ None Total Estimated Cost _____

Contact Information

Applicant: _____

Address: _____

Telephone #: _____ Email: _____

Property Owner (If different from applicant): _____

Address: _____ Telephone #: _____

Sign Company/Contractor: _____

Address: _____

Telephone #: _____ Email: _____

Electrical Contractor: _____

Primary Contact (If different from Applicant): _____

Telephone #: _____ Email: _____

The undersigned agrees to conform to all applicable laws of the County of Watauga and the State of North Carolina,
and further states that all statements hereon are true.

Signature

Application Submission Instructions:

On-Premise Permanent Sign:

- Sign Permit Application
- Freestanding & EMC signs require a Site Plan showing location of sign on property including distance to property lines/road right-of-way.
- Wall & Window signs require Building elevations with wall width and heights (window dimensions) showing location/dimensions of sign(s)
- Attachment details for wall mounted signs
- Electrical Contractor License Check and Regulation Sheet (If sign will be illuminated)
- Applicable Fees

Freestanding signs six (6) feet or more above finished grade require the following also:

- Construction drawings stamped by a NC Licensed Design Professional showing dimensions, materials and required details of construction including wind and seismic loads, working stresses and anchors.
- App Health Care Compliance Inspection if located on property with existing septic/well system.

Off-Premise Billboard

- Sign Permit Application
- Survey verifying spacing and setbacks requirements.
- Construction drawings stamped by a NC Licensed Design Professional showing dimensions, materials and required details of construction including wind and seismic loads, working stresses and anchors.
- Electrical Contractor License Check and Regulation Sheet
- App Health Care Compliance Inspection if located on property with existing septic/well system.
- Applicable Fees

*NCDOT permit is required before Sign Permit will be issued.

Temporary Signs (See Watauga County Planning & Inspections Development Ordinance Chapter 16 Signs Article IV Section 6 for time limits and placement)

- Sign Permit Application
- Date sign(s) is proposed. Start _____ End _____
- Applicable Fees

FEES: Sign Permit - \$75.00

Billboard - \$500.00

Building Permit - \$100.00 (Required for all freestanding signs over 6' and Billboards)

Electrical Permit - \$100.00 (Required for all illuminated signs)