### **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.

<u>Temporary Signs</u> (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 - \$50.00

Billboard - \$100.00

Building Permit - \$75.00 (Required for all freestanding signs over 6' and Billboards)

Electrical Permit - \$75.00 (Required for all illuminated signs)



## 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 ☐ Ter	mporary Sign	□On-Premise □Off-Premise			
Sign Type(s) □ Freestandin □ Highway (1		Message Center □Instructional □Window			
Sign Dimensions: Length _	x Width	= Total Sq.Ft			
Height of Sign Above	e Ground	Height of Sign Above Road Grade			
Lighting: □Interior □Exte	erior   None	Total Estimated Cost			
Contact Information					
Applicant:					
Address:					
Telephone #:	Email:				
Property Owner (If different from applicant):					
Address:					
Sign Company/Contractor:					
Telephone #:	Email:				
Electrical Contractor:					
Primary Contact (If differen	t from Applicant):				
Telephone #:	Email:				
The undersigned agree		vs of the County of Watauga and the State of North Carolina, Ill statements hereon are true.			
	Siş	gnature			



# **Contractor License Check and Regulation Form**

Property Information			
Permit #			
Property Owner:			
Address of Job Site:			
Subdivision/Lot #:			
General Contractor:			
Contractor Type			
☐ General Contractor ☐ Electrical ☐ Plumbing ☐ Mechanical (HVAC) ☐ Fuel Piping ☐ Manufactured Home Dealer ☐ Manufactured Set-Up Contractor ☐ Other:			
Contactor Information			
Licensed Contractor Name:			
NC State License Number:			
Business Name:			
Business Address:			
Business Telephone #:			
Business Email:			
Primary Contact:			
Cell Phone #: Email:			
I the undersigned, have read and understand the North Carolina General Statues pertaining to licensed contractors. I hereby affirm or swear that I am a licensed and qualified to assume all responsibility and liability of a licensed contractor for this project. If I resign or am no longer affiliated with this project, I will notify the Department of Planning and Inspections in Watauga County immediately within three (3) business days.			
Licensed Contractor Name (Print) Licensed Contractor Signature Date			