

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 - \$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)



**Watauga County
Planning & Inspections**

(828)265-8043 • p&i@watgov.org
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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: _____

Contact 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 Statutes 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