APPLICATION FOR SIGN PERMIT

PERMIT #

LOCATION

STREET # (N,S,E,W) STREET NAME (AV, RD, ST, etc)

SUITE/UNIT(S): _____

TAX JURISDICTION: *(Check One)* ☐ 0-Mecklenburg ☐ 1-Charlotte ☐ 2-Davidson ☐ 3-Cornelius ☐ 4-Pineville ☐ 5-Matthews ☐ 6-Huntersville ☐ 7-Mint Hill

PROPERTY OWNER _____ ADDRESS _____

CITY _____ STATE _____ ZIP _____ PHONE # _____

TAX PARCEL # ZONING _____ JURIS _____ MAP # _____

SPECIAL USE: *(circle)* C D N P S STREET CLASSIFICATION: *(circle)* I II III IV V VI N/A

JOB #

USDC # 329

PROPERTY USE: _____

REMARKS: _____

CONTRACTOR

SIGN CONTRACTOR _____ PHONE # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

CONTRACTOR # BONDED WITH BUILDING STANDARDS DEPARTMENT: ☐ Yes ☐ No

ELECTRICAL CONTRACTOR _____ PHONE # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

CONTRACTOR # BONDED WITH BUILDING STANDARDS DEPARTMENT: ☐ Yes ☐ No

OWNER

SIGN OWNER _____ PHONE # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

DESCRIPTION

CATEGORY: ☐ **Detached** **Attached:** ☐ Canopy or Awning ☐ Projecting ☐ Roof ☐ Wall

TYPE:

BB ☐ Bulletin Board	NR ☐ Non-Residential Park	PR ☐ Primary	TP ☐ Temp Planned Dev.
BU ☐ Business	OP ☐ Off-Premises	SD ☐ Secondary	OT ☐ Other (Describe)
DI ☐ Directory	OA ☐ Outdoor Advertising	SC ☐ Shopping Ctr.	_____
ID ☐ Identification	PD ☐ Planned Development	SP ☐ Sponsorship	_____

- GENERAL INFORMATION -

ATTACHED: Existing Signs Attached to Building Wall/Roof # _____ Total Sq. Ft. _____
Existing Signs Attached to Entire Building # _____ Total Sq. Ft. _____
Area of Building Wall: Height _____ Ft. _____ In x Width _____ Ft. _____ In. = _____ Sq. Ft.
Projection from Building _____ Ft. _____ In.

DETACHED: Ground Clearance: _____ Ft. _____ In. Total Height: _____ Ft. _____ In.
In Sight Distance Triangle: ☐ Yes ☐ No Distance Behind R/W: _____ Ft. _____ In.
Changeable Copy _____ % Total Sign

OTHER: Illuminated: ☐ Yes ☐ No Flashing: ☐ Yes ☐ No Drawings Attached: ☐ Yes ☐ No

SIGN SIZE: Height: _____ Ft. _____ In. x Width: _____ Ft. _____ In. = _____ Sq. Ft.

REMARKS: _____

TOTAL FEE $

THE UNDERSIGNED HEREBY CERTIFIES THAT HE/SHE IS EITHER THE OWNER OR THE AUTHORIZED AGENT OF THE OWNER AND HEREBY MAKES APPLICATION FOR PERMIT AND INSPECTION OF WORK DESCRIBED AND AGREES TO COMPLY WITH ALL APPLICABLE LAWS REGULATING THE WORK.

APPLICANT'S SIGNATURE _____ DATE _____ PRINT APPLICANT'S NAME _____

METHOD OF PAYMENT ☐ CASH/CHECK ☐ ACCOUNT

HOLDS	PROCESSED BY		APPROVED BY	VALIDATED BY

MECKLENBURG COUNTY LAND USE &
ENVIRONMENTAL SERVICES AGENCY
700 N. TRYON STREET • CHARLOTTE, NC 28202 • 704/336-2831

ORIGINAL