

Prior to the installation of a sign within the planning and zoning jurisdiction of Creedmoor, a sign permit must be issued. In order to ensure the proposed sign complies with the City’s sign regulations, the following information is required.

**Business or Organization Information**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Property Address \_\_\_\_\_

Email Address \_\_\_\_\_

**Applicant Information**

Name \_\_\_\_\_ Phone \_\_\_\_\_

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

Email Address \_\_\_\_\_

**Sign Description**

Type of sign:  Wall  Ground  Temporary Banner (21 day limit)  Other

Lighting:  Illumination Type: \_\_\_\_\_  Non-Illuminated

Size: Sign Dimensions: \_\_\_\_\_

Total Area in square feet: \_\_\_\_\_

Total number of signs on premises (including proposed): \_\_\_\_\_

Total square footage of signs on premises (including proposed): \_\_\_\_\_

Add any additional sign details here: \_\_\_\_\_

**Required Documentation for Sign Permit Approval**

Provide 8½” x 11” minimum size copies of the information listed below. **Failure to provide adequate information may result in a delay in the application approval.**

1. Sign plan that includes the site features, sign dimensions, lettering size and style, sign background, sign frame, sign material, structural support, and type of lighting fixture for illumination.
2. A scale drawing of the area or lot in which the sign will be located, including building elevation for wall signs (Photo of building acceptable).
3. Drawing of proposed sign with dimensions.
4. One (1) color rendering of the sign or a set of color chips for all portions of the sign (lettering, background, sign frame, supports, etc.). Information to be placed on the sign.
5. For Wall Signs, Awnings, or Projecting Signs include a photo of building facade(s) on which the sign is to be located showing windows, doors, architectural features, and dimensions. Include the location(s) of all existing and proposed signs on the building facade.
6. Additional requirements Ground Signs or Temporary Signs:
  - a) Location of the sign on the site (may not be in public right-of-way or sight triangle).
  - b) All property lines, with dimensions.
  - c) Existing or proposed buildings with dimensions.
  - d) Locations and dimensions of driveways and sidewalks.
  - e) Location of all existing signs including ground, wall, or projecting.
  - f) Location of all proposed signs covered in application.

**Application Process Checklist**

1. Submit a completed sign permit application to the Planning Department for review/approval PRIOR to obtaining a building permit from the Granville County Inspection Department.
2. Ensure that no utilities will be damaged or affected in any way.
3. Please be advised that an approved permit shall expire and be cancelled unless the work authorized by it shall have begun within six (6) months of its issued date.
4. There is a non-refundable application fee per sign. **Applications will not be reviewed until the fee has been paid.**

Sign Permit Fees:

(a) Master Plan (shopping center/multi-use site) .....	\$150
(b) Ground, wall, or other permanent sign .....	\$100
(c) Temporary sign .....	\$25 per sign

Application fee payable upon submission: \_\_\_\_\_

Check Attached       Other: \_\_\_\_\_

5. Submit all documentation to:  
 City of Creedmoor Planning Department  
 PO Box 765  
 211 N. Main Street  
 Creedmoor, NC 27522

Please allow 3-4 business days for review of the application by the Creedmoor Planning Department.

I HEREBY CERTIFY that all the information contained herein is correct and true to the best of my knowledge. I agree to have the subject sign(s) erected, constructed, and/or altered in accordance with the NC State Building Code(s) and any other applicable local ordinances and statute requirements of the City of Creedmoor. Any violation of the terms stated will immediately REVOKE this permit and any other permits issued in reliance upon the same. I acknowledge that I am aware violation of sign regulations may result in civil penalties. I agree that the City of Creedmoor shall not be held liable for any and all damages, loss or liability, which may arise from use of this permit.

Applicant Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Property Owner Name (if different from applicant) \_\_\_\_\_

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

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

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*Internal Use Only*

Sign Permit #: \_\_\_\_\_ Date Filed/Fee Paid: \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date of Approval: \_\_\_\_\_

Comments: \_\_\_\_\_

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