

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

Business Name: _____ Phone: _____

Business Address: _____

Applicant Name: _____ Email: _____

Mailing Address: _____

Description of Sign: _____

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 a drawing of the site features, dimensions, lettering style, background, sign frame, 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.).
5. Means of support and materials, including color chips.
6. Information to be placed on the sign.
7. Lettering size and font style.
8. Type of sign: Wall Ground Temporary Banner (21 day limit) Other
9. Lighting: Illumination Type: _____ Non-Illuminated
10. Size: Square footage of proposed sign face: _____
 Linear feet of wall that sign will be attached to: _____
 Total number of signs on premises (including proposed): _____
 Total square footage of signs on premises (including proposed): _____
11. Zoning district: _____
12. Application fee payable upon submission (see reverse side for fee schedule): _____
 Check Attached Other: _____

Additional Requirements for Wall Signs, Awnings, or Projecting Signs

- Photo of building facade(s) on which the sign is to be located showing windows, doors, architectural features, and dimensions.
- Location of all existing and proposed signs on the building facade.

Additional Requirements/Instructions for Ground Signs or Temporary Signs

- Location of the sign on the site (may not be in public right-of-way or sight triangle).
- Type of support.
- All property lines, with dimensions.
- Existing or proposed buildings with dimensions.
- Locations and dimensions of driveways and sidewalks.
- Location of all existing signs including ground, wall, or projecting.
- Location of all proposed signs covered in application.

Application Process Checklist

1. It shall be the applicant's responsibility to:
 - (a) Submit a completed sign permit application to the Planning Dept for review/approval **PRIOR** to obtaining a building permit from the City Inspection Dept;
 - (b) Request the City Inspection Dept to review and approve the proposed sign location to ensure all applicable clearances from electrical power lines will be adhered to; and
 - (c) Ensure that no utilities will be damaged or affected in any way.
2. A footing inspection by the City's Inspection Dept is required **PRIOR** to pouring any concrete.
3. The applicable electrical contractor shall purchase their own permit and request their own inspection(s).
4. ALL contractors shall have current local privilege licenses when performing work within the City's jurisdiction.
5. 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.
6. There is a non-refundable application fee per sign.
7. **Applications will not be reviewed until the fee has been paid (faxes will not be accepted).**
8. Please allow 3-4 business days for review of the application by the Planning Department.
9. 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
10. Submit all documentation to:

City of Creedmoor Planning Department, PO Box 765, 111 Masonic Street, Creedmoor, NC 27522

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 _____ Phone _____

Property Owner Name (if different from applicant) _____

Property Owner Signature _____

Internal Use Only

Sign Permit #: _____ Date Filed/Fee Paid: _____

Authorized Signature _____ Date of Approval: _____

Comments: _____

