



# Town of Kitty Hawk Planning & Inspections Department

## *Sign Permit Application*

**Applicant:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Cell:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Owner of Property:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Type of Permit:**  New  Modification **Parcel #:** \_\_\_\_\_

**Physical Address of Property:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_ **Zoning:** \_\_\_\_\_

**Building Occupancy:**  Single Tenant  Multiple Tenant

**Contractor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**NC Licensed Electrical Contractor:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**NC License #:** \_\_\_\_\_

**PROJECT DESCRIPTION:**

Type of Signs:  Freestanding  Wall  Window  Directional  Canopy  
 Suspended  Temporary  Banner

*Please indicate the following in feet and inches:*

Height (from ground level): \_\_\_\_\_ Total Sign Area (square feet): \_\_\_\_\_

Is there a freestanding sign within 100 feet of your proposed sign location?  
 Yes  No

Lighting:  Internal  Spotlight  None  Other \_\_\_\_\_

Estimated Cost of Construction: \$ \_\_\_\_\_

**The following information must accompany an application:**

**Freestanding Signs:**

- All freestanding signs must be designed and sealed by an engineer to withstand 130 mile per hour wind loads per the NC Building Code.

**Wall Mounted Signs:**

- Show how the sign will be fastened to the wall.
- Detail the spacing, size, and length of screws and bolts.

**Detailed drawings are required to be submitted for all proposed signs.**

**Your Signature below is evidence that you have read and understand the following:**

1. This approval must be kept on the premises where the sign is located and must be available for inspection upon the request of the Codes Enforcement Officer.
2. No sign can be displayed pursuant to this written approval except the sign described herein.
3. The sign described in this approval cannot be moved, modified, changed, or altered in any way without the prior approval of the Town of Kitty Hawk.
4. The Town can revoke the approval if any of the above requirements are violated. In addition, it is a misdemeanor to display a sign while the approval has been revoked or without Town approval.
5. To reinstate a revoked approval, the violation must be corrected and another sign application fee must be paid to the Town. After an inspection of the premises to confirm the violation has been corrected, approval may be reinstated.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

All checks can be made payable to the Town of Kitty Hawk. Payment should be submitted along with an application.

	<u>Fees</u>
<b>Zoning Approval</b>	
New Sign	\$50.00
Change of Sign Face	\$25.00
<b>Temporary Sign</b>	\$25.00 (fee) + \$50.00 (deposit)
<b>Building Permit/Inspection</b>	
Sign w/o Electricity	\$55.00
Sign w/ Electricity	\$110.00