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Town of Kitty Hawk Planning & Inspections Department

Sign Permit Application

Applicant: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **E-mail:** _____

Owner of Property: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **E-mail:** _____

Type of Permit: New Modification **Parcel PIN #:** _____

Physical Address of Property: _____

Business Name: _____ **Zoning:** _____

Building Occupancy: Single Tenant Multiple Tenant

Contractor: _____ **Phone:** _____

Address: _____

NC Licensed Electrical Contractor: _____

Phone: _____ **E-mail:** _____

Address: _____

NC License#: _____

PROJECT DESCRIPTION:

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

Please indicate the following in feet and inches:

Height (from ground level): _____ **Total Sign Area** (sq ft): _____

Is there a freestanding sign within 100 feet of your proposed signed location?

Yes No

Lighting: Internal Spotlight None Other _____

Estimated Cost of Construction: \$ _____

Detailed drawings are required to be submitted for all proposed signs. Please initial below stating these are included with your application.

The following information must accompany an application:

Freestanding Signs:

_____ All Freestanding Signs must be designed and sealed by an engineer to withstand 130 WPH loads per the NC Building Code.

Wall Mounted Signs:

_____ Show how sign will be fastened to the wall.

_____ Detail the spacing, size, and length of screws and bolts.

Applicant's Signature: _____ **Date:** _____

Please make checks payable to the Town of Kitty Hawk. Payments should be submitted along with an application.	
	<u>Fees</u>
Zoning approval	
New Sign	\$100
Change of Sign Face	\$40
Temporary Sign	\$25 (fee) + \$50 (deposit)
Building Permit/Inspection	\$55
Sign w/o Electricity	\$75
Sign w/Electricity	\$150