



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 In addition, it is a misdemeanor to display a sign while the approval has been revoked or without Town approval.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>
Zoning Approval	
New Sign	\$50.00
Change of Sign Face	\$25.00
Temporary Sign	\$25.00 (fee) + \$50.00 (deposit)
Building Permit/Inspection	
Sign w/o Electricity	\$50.00
Sign w/ Electricity	\$100.00