



Sign Permit Application

Date Received: _____ Fee Paid: _____ Permit #: _____

Required:

1. Rendering of the sign, including location on the building, if applicable, and all dimensions.
2. Sign Permit fee of \$50.00 is due upon approval of the application.
3. Building Permit fee of \$50.00 and stamped engineering plans for all ground signs.

Tenant: _____ Property Address: _____

Owner: _____ PIN and/or LRK: _____ Zoning District: _____

Lot frontage: _____ lineal ft. Building frontage: _____ lineal ft.

Type of Sign: Ground: _____ Wall: _____ Projecting: _____ Window: _____

Height: _____ Width: _____ Total Area: _____ sq. ft.

Illuminated? _____ Method: _____ Single face: _____ Double face: _____

Frame material: _____ Sign material: _____ Support material: _____

GROUND SIGN: Dimensions of entire structure: _____ Distance from public right-of-way: _____ ft.

PROJECTING (HANGING) SIGN: Distance to bottom edge: _____ Projection from building: _____ ft.

Applicant: _____ Phone: _____ Email: _____

Mailing Address: _____

- Full compliance with the Town of Southern Pines Unified Development Ordinance is required.
- Installation of any signage is not authorized until the permit has been issued.
- A footing inspection is required for all ground signs.

Date: _____

Signature of Applicant

APPROVED:

Date: _____

Town of Southern Pines Zoning Official

Date of Inspection: _____

Status: _____

Inspector: _____

COMMUNITY DEVELOPMENT DEPARTMENT
TOWN OF SOUTHERN PINES
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