

# Sign Permit Application Package



## Davie County, North Carolina

**Department of Development Services**

298 E Depot Street

Mocksville, NC 27028

Phone: (336) 753-6050 - Fax: (336) 751-7689

## Permit Application Process

### Steps for a Sign Permit Application

1. Once a proper application for a permit has been submitted and the appropriate inspector is satisfied that the application and the proposed work complies with the jurisdiction's provisions and appropriate regulatory codes, he or she shall issue such permit, upon payment in advance of the proper fee or fees.
2. Davie County Development Services will check signs appropriateness and location to make sure the sign adheres to the proper jurisdiction's local ordinances and that the location is not placed inside of any easements or right-of-ways.
3. Detailed plans and specifications shall accompany each application for permit for any sign where plans and specifications are deemed necessary by the appropriate inspector in order for him or her to determine whether the proposed work complies with the appropriate regulatory codes. Plans shall be drawn to scale with sufficient clarity to indicate the nature and extent of the work proposed, and will conform to the provisions of this chapter and the appropriate regulatory codes.
4. Once numbers 1, 2 and 3 are complete, the applicant is able to move forward with constructing the sign per the agreed upon standards.

### When is a Sign Permit Application needed?

With the exception of temporary signs, a zoning permit shall be required for all signs as stated in § 155.098.

### Fees required

Please make all checks out to 'Davie County Development Services'.  
Please contact us at 336-753-6050 for any questions about fees.

### Signs Prohibited in all Zoning Districts

#### Davie County:

- 1) No private sign shall be erected or maintained which copies, imitates, or approximates official street or highway signs, such as "stop" or "caution" signs. No private sign shall be erected or maintained which involves flashing illumination.



## SIGN PERMIT APPLICATION

Davie County Development Services  
298 E Depot Street, Mocksville NC 27028  
Telephone: 336.753.6050 Fax: 336.751.7689

Project Name		Project Address/Location			Zoning District	
Applicant Name			Applicant Address		Applicant Telephone (    )    -	
Property Owner Name			Property Owner Address			
Sign Company/Contractor			Sign Company/Contractor Telephone (    )    -		General Contractor's License No.	
Type of Sign <div style="display: flex; justify-content: space-around; font-weight: bold;"> <span>New</span> <span>Replacement</span> <span>Face Change Only</span> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>Attached</span> <span>Directory</span> <span>Freestanding</span> <span>Projecting</span> <span>Canopy</span> <span>Painted Wall</span> </div>					Dimensions of Sign Height: _____ Width: _____ Total Surface Square Footage: _____	
If the Sign is a Freestanding Sign: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 15%;">                     Yes    No                      Yes    No                 </div> <div style="width: 70%;">                     Is the sign at least forty feet from the nearest freestanding sign?                      Does the sign have a minimum setback of five feet from the nearest property line and the nearest right of way?                 </div> </div>						
Corner Lot Yes    No		Lighted Sign Yes    No		Area of Building Façade (for attached signs)	Acreage of Lot	Value of Sign \$    .
I hereby certify that all information on this application is correct, and all work will comply with City ordinances and all other applicable State and local laws, ordinances and regulations. <b>I understand that it is my responsibility to contact NORTH CAROLINA ONE CALL (1-800-632-4949) prior to digging to ensure location of services and that I am responsible for any and all damages to City property not covered by ONE CALL. I further understand that any such damages that occur must be reported to the County at 336-753-6050 immediately.</b>						
Applicant Signature _____ Print Name of Applicant _____ Date of Application    /    / _____			Owner Signature _____ Print Name of Owner _____ Date of Application    /    / _____			

Depth of Foundation	Measurements	Width of Sign	Height of Sign above Ground	
<b>THIS SECTION REQUIRED FOR ALL LIGHTED/ELECTRICAL SIGNS</b>				
Type of Light				
Incandescent	Fluorescent	Mercury Vapor	Neon	HPS
Total Wattage		Number & Size of Supply Circuits		
Electrical Contractor:		<b>NOTE:</b> If power is to be supplied from other than existing building, such as a separate service, additional information Is required. All lighted freestanding signs must be supplied By underground service.		
Electrical Contractor's Address:				
Electrical Contractor's License #:				

**THE FOLLOWING INFORMATION IS REQUIRED TO BE SUBMITTED TO COMPLETE YOUR PERMIT APPLICATION:**

1. Site plan-showing location of sign on property, with setbacks from all property lines and roadways, location of all buildings on the property, zoning districts boundaries, right-of-way lines, and any existing signs on the property.
2. Please include the materials used in constructing the sign on your sketch plan.
3. Elevation of sign with the following:
  - A) Overall height
  - B) Height to bottom of sign
  - C) Dimensions of all sign faces
  - D) Sketch of sign showing proposed location and dimensions
  - E) Methods of anchoring and support of sign

**REQUIREMENT FOR DRAWINGS SEALED BY A DESIGN PROFESSIONAL**

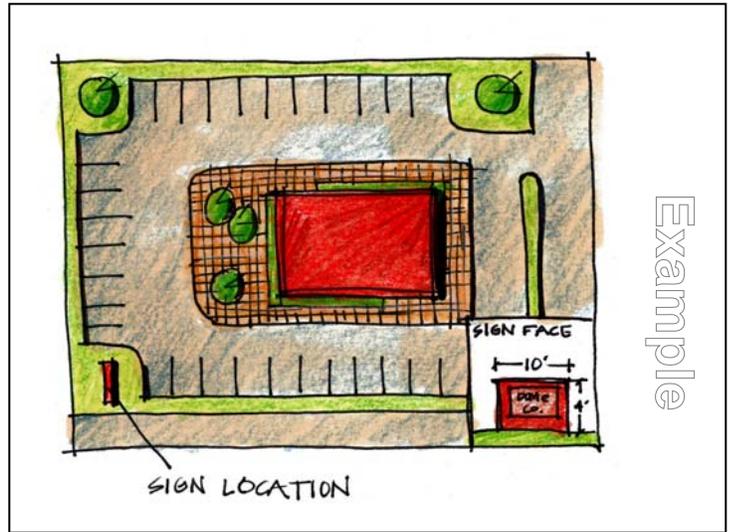
All freestanding signs higher than six (6) feet in height, and/or with a signage surface area of more than 32 square feet, require the seal of a certified North Carolina design professional, under Section 3108 of the NC State Building Code.

### Signage Plan Sketch

If you do not have a printed sketch plan of your sign plan, please sketch one below in the box. Please use the example to the right for an example.

Please include:

- ✓ Location of Property Lines and adjacent right of ways,
- ✓ Location of wetlands, streams, and other unique natural features,
- ✓ Any existing or proposed structures, including dimensions and elevations,
- ✓ Proposed landscape features,
- ✓ Location, dimensions, height, and characteristics of proposed sign.



Blank area for the applicant to draw their own signage plan sketch.

**Elevation: (or attach example photograph)**