



Sign Permit Application Form

433 Hay Street, Fayetteville, North Carolina 28301

910-433-1707/1714/1168 Fax # 910-433-1588

~ PLEASE READ AND FILL OUT COMPLETELY ~
FAILURE TO DO SO WILL RESULT IN DELAY OF PROCESSING

HOW TO APPLY FOR A SIGN PERMIT

Pole Signs:

1. Each sign requires its own permit.
2. Requires signed and sealed engineered footing drawings with wind load calculations.
3. Requires scaled drawings/pictures of the sign.
4. Requires an application for addition/renovation/improvement for the sign footing/foundation.
5. Requires an electrical permit application for the sign connection (1 permit for all illuminated signs).
6. Requires a site plan for sign location(s).

Ground Signs:

1. Each sign requires its own permit.
2. Requires signed and sealed engineered footing drawings with wind load calculations if over 6 feet in height.
3. Requires scaled drawings/pictures of the sign.
4. Requires an application for addition/renovation/improvement for the sign footing/foundation.
5. Requires an electrical permit application for the sign connection (1 permit for all illuminated signs).
6. Requires a site plan for sign location(s).

Wall Sign:

1. Each sign requires its own permit.
2. Requires scaled drawings/pictures of the sign.
3. Requires drawing/picture of building with location of sign.
4. Requires an electrical permit application for the sign connection (1 permit for all illuminated signs)

Historic District:

1. Contact Zoning Department for authorized signage.
2. Complete Certificate of Appropriateness.
3. Contact Bruce Daws, Transportation Museum Coordinator, 433-1457 for appointment.
4. Return to Zoning Department with copy of approved Certificate of Appropriateness.
5. Each sign requires its own permit
6. Requires scaled drawings/pictures of the sign.
7. Requires drawing/picture of building with proposed location of sign.
8. Requires an electrical permit application for the sign connection (1 permit for all illuminated signs).
9. NOTE: Most signs are window signs, however, other signs may require additional documentation.

