



Permit No. \_\_\_\_\_ -

Fee: \_\_\_\_\_

**APPLICATION FOR SIGN PERMIT**  
ALL QUESTIONS MUST BE ANSWERED COMPLETELY

**Applicant:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Owner:** *If different from the applicant*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address of proposed sign: \_\_\_\_\_

PIN: \_\_\_\_\_

Zoning Classification: \_\_\_\_\_

Note: It is advisable to consult a City Planner to determine if the proposed sign complies with zoning regulations.  
No sign shall be erected, repaired, or altered without first receiving a sign permit from the City of Wilson.

**SIGN TYPE, DIMENSIONS, AND RELATED INFORMATION**

1. Type and number of signs:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Wall          | <input type="checkbox"/> Monument         | <input type="checkbox"/> Address/Tenant Identification |
| <input type="checkbox"/> Window/Door   | <input type="checkbox"/> Post & Arm       | <input type="checkbox"/> Projecting/Suspended          |
| <input type="checkbox"/> Awning/Canopy | <input type="checkbox"/> Portable/A-Frame | <input type="checkbox"/> Theatre Marquee               |
| <input type="checkbox"/> Roof          | <input type="checkbox"/> Off-Premise      | <input type="checkbox"/> Art Mural                     |
| <input type="checkbox"/> Other: _____  |   |  |

2. Approximate cost: \$ \_\_\_\_\_

3. Application is to:

- Erect       Repair       Alter       Other: \_\_\_\_\_

4. Wording or description of sign (for identification purposes only):

\_\_\_\_\_  
\_\_\_\_\_

5. Dimensions of proposed sign: *(In feet and inches)*

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq. ft.

*\*Include additional proposed sign dimensions on a separate sheet*

6. Is there existing signage: *(please indicate if existing signs will be removed)*

Yes  No If yes, \_\_\_\_\_ total sq. ft.

7. Approximate Weight: \_\_\_\_\_ lbs.

8. Total height of monument/freestanding sign once erected (from ground to top of sign)  
\_\_\_\_\_ ft.

9. For roof signs, give the total height of the building of which sign will be located:  
\_\_\_\_\_ ft.

10. Building and Lot Frontage:

Building frontage: \_\_\_\_\_ ft.

Lot frontage: \_\_\_\_\_ ft.

11. Is the sign illuminated:  Yes  No

12. Of what material will the sign be constructed?

Face \_\_\_\_\_ Frame \_\_\_\_\_ Support \_\_\_\_\_

13. Wall or Projecting Signs:

Type of wall to which sign will be secured:

Masonry  Frame

14. Wall sign:

Inner edge will be \_\_\_\_\_ inches from the building.

Outer edge will be \_\_\_\_\_ inches from the building.

Lower edge of sign will be \_\_\_\_\_ feet above the street, alley, sidewalk, or property grade.

Sign will project \_\_\_\_\_ inches from the building.

15. Art Mural Dimensions: *(in feet and inches)*

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq. feet (max. 1000 sq. feet)

Building Height \_\_\_\_\_ total ft. (1st story max.)

Proposed location on the building \_\_\_\_\_

**For off-premise signs (billboards) please complete the following:**

a) Size of extensions: \_\_\_\_\_

b) If required by ordinance, give wind pressure load \_\_\_\_\_, and working stress load \_\_\_\_\_.

**Off premise signs shall require a site/landscaping plan prepared by a registered engineer or architect.  
(Landscape plan must be approved by the Wilson Appearance Commission.)**

**Be sure to include with the application:**

**A drawing or image of the building façade indicating the proposed location of the sign, height, dimensions, and square footage.**

**A detailed drawing or sketch showing the sign, its dimensions, and location in relation to property lines, right-of-ways, site distance triangles, and existing signs.**

**Details of how the sign will be installed in the ground.**

**Illuminated signs may require a separate Electrical Permit; contact City of Wilson Inspections Department for more information (252) 399-2220.**

**APPLICANT'S CERTIFICATION**

The undersigned certifies that the above statements are true to the best of his knowledge and belief. By signing this application, the applicant agrees that if this application is approved, the sign will conform in every detail with the requirements of the North Carolina State Building Code and the ordinances of the City of Wilson relative to advertising signs.

Responsible Applicant (Firm):

By: \_\_\_\_\_ Date: \_\_\_\_\_

**PERMIT APPLICATION APPROVAL**

Zoning Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Building Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Does this sign conform to the North Carolina State Building Code and the City Code? Yes\_\_\_ No\_\_\_

If not, state why:

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