



Permanent Sign Permit

Development Services
112 Goldsboro Street E., Wilson, NC 27893
PO Box 10, Wilson, NC 27894
252-399-2220
www.WilsonNC.org

Permit #: _____ Date Issued: _____

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

Applicant

Property Owner (if different from applicant)

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Address of proposed sign: _____

Property Identification Number [PIN]: _____

Zoning Classification: _____

Type:

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

Approximate Cost: \$ _____

Application is to:

- Erect Repair Alter Other: _____

Wording or description of sign [for identification purposes only]: _____

Dimensions of proposed sign: (In feet and inches) _____ x _____ = _____ sq. ft.

Approximate Weight: _____ lbs.

Is there existing signage? (Please indicate if existing signs will be removed) Yes No If yes, _____ total sq. ft.

Total height of monument sign once installed [from finished grade to top of sign]: _____ ft.

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

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

Will the sign be illuminated: Yes No

Sign to be constructed of what material: Face: _____ Frame: _____ Support: _____

For wall or projecting signs, to what type of wall will the sign be secured? Masonry Frame

For wall signs:

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.

Art Mural Dimensions: (*In feet and Inches*) _____ x _____ = _____ sq. ft. (max 1000 sq. ft.)

Location on the building: _____

Only for off-premise signs [billboards] please complete the following:

1. Size of extensions: _____
2. 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.

Submittal Requirements:

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.

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.

Signature

Date

Printed Name

Permit Application Approval

Zoning Approved by: _____

Date: _____

Building Approval: _____

Date: _____

Does this sign conform to the North Carolina State Building Code? Yes

No

If not, please state why: _____