

Permit Application
PERMANENT SIGN



Town of Apex
Inspections Division:
919-249-3418
Planning Department:
919-249-3426

Permit # _____ - _____
Received Date: _____
Planning ID #: _____
File Close Date: _____

Please see Page 2 for Sign Plan & Inspection Checklists and Application Instructions and Fees

APPLICANT AND OWNER INFORMATION

Application Date _____
Applicant Name _____ Phone _____ Fax _____
Project Address _____ Apex, NC ZIP _____
Subdivision or Project Name _____ Lot Number _____
Project Contact Person _____ Phone _____ Fax _____
Email _____ Contact preference: Phone Fax Email
Property Owner _____ Phone _____ Fax _____
Address _____ City _____ State _____ Zip _____
Business Owner (at property address) _____ Phone _____
Type of Business _____
Address _____ City _____ State _____ Zip _____

TYPE OF SIGN

- Wall / Awning Projection Ground / Monument Subdivision Entrance Other

Is the proposed sign(s) located in a residential subdivision or multi-tenant development? Yes No

SIGN (BUILDING)

Contractor (Company Name) _____ Phone _____
Address _____ City _____ State _____ ZIP _____
Total Sign Cost (including electrical) \$ _____ Email _____ License # _____
Name (print) _____ Signature _____ Date _____

CONDITIONS

The following conditions will require a building and/or electrical permit before the sign can be installed. Check all that apply below:

- Sign is illuminated (requires electrical connection).
- Sign projects from a structure (all four sides are not attached to the same structure).
- Sign includes its own support structure (masonry wall or pole, for example).
- Sign change out includes replacing parts not designed to be replaced (not just replacing the front panel).

ELECTRICAL

Contractor (Company Name) _____ Phone _____
Address _____ City _____ State _____ ZIP _____
License Number _____ Classification: Limited Intermediate Unlimited Owner Other
 Internally Illuminated Externally Illuminated Non-illuminated Electrical Cost \$ _____
Authorized Agent (print) _____ Signature _____ Date _____

APPLICANT STATEMENT

I hereby certify that I have the authority to make the necessary application; that all information in this application is correct and all work will comply with the State Building code and all other applicable State and local laws and ordinances and regulations or private building restrictions, if any, which may be imposed by deed. The Inspection Department will be notified of any changes in the approved plans and specifications for the project herein.

I hereby certify that I have read and agree to all Conditions listed above. I understand that it is unlawful to energize any electrical circuit of a lighted sign prior to gaining written approval from the Code Enforcement Officer.

Applicants Name (print) _____ Signature _____ Date _____

Amount Paid \$ _____ Check No. _____ Collected By _____ Date _____
Sign Plans Examiner _____ Signature _____ Date _____

APPLICATION INSTRUCTIONS

- Complete each line of the permit application (write N/A on the line if it does not apply to your project).
- Submit the application to the Planning Department to begin the review process. Sign plans take an average of 10 working days for review by Planning and Inspections plans examiners.
- Each line of the application must be completed or the application may be returned. Please address all Sign Plan and Inspection Checklist items below. Contact the Inspection Division at (919) 249-3418 or the Planning Department at (919) 249-3426 if you have any questions regarding this application.
- The application must include the applicant's "wet" signature in permanent ink.
- **NOTE: IF GC IS UNLICENSED, THE ELECTRICIAN MUST SIGN THE APPLICATION.**
- Sign Inspections: Building Permits are **not** required for the following, per Section H101.2 of the NC Building Code:
 - 1) Non-illuminated wall signs (requiring no electrical connection)
 - 2) Projecting signs not exceeding 6 square feet.
 - 3) The changing of moveable parts of an approved sign that is designed for such changes.
- Sign Plans Examiner **DOES NOT** review fences adjacent or attached to a ground sign or revisions to existing wall elevations; include façade revisions (i.e. add/remove door or window, change paint color, add awning w/o signage).

APPLICATION FEES

Application Fee (Planning)

An application fee is paid to the Planning Department (\$75.00/1st sign plus \$5.00 for each additional sign) when plans are submitted. This is for a plan check based on the Unified Development Ordinance and Master Sign Plan (if applicable) and inspections performed by the Planning Department for zoning code compliance.

When the Planning Department review has been completed, then the application will be forwarded to the Inspections Division for their review per the NC Building Code and subsequent permit issuance.

Permit Fee (Inspections)

A permit fee will be assessed if a permit is required (refer to the Application Instructions above for signs that **do not** require inspections). This fee is paid when the approved plans are picked up at the Inspections Permit Desk. The permit fee pays for plan review and inspections performed by the Inspections Division for Building Code compliance. The permit fee is based on single trade fee schedule for commercial projects (Building \$160 and Electrical \$75).

SIGN PLAN CHECKLIST

1. Plot Plan

Provide ONE (1) copy of the plot plan indicating the location of the sign on the property. The plot plan must be on 8 1/2" x 11" or 11" x 17" paper only.

2. Construction Plans

2.1 For ALL Signs

- Provide ONE (1) color copy of the sign. Include dimensions of each sign. If signs are not engineer sealed, then include the following statement on the sign detail: "In our opinion this sign and its attachment meet all requirements of Appendix H of the NC Building Code".

2.2 For WALL Signs

- Provide the necessary elevations including length and height dimensions to indicate where on the building the sign(s) will be located.
- Provide a detail for the attachment of the sign to the building or structure. The attachment criteria is listed in appendix H (Section H111) of the NC State Building Code. Alternate attachment design by a NC design professional (architect or engineer) will be considered on a case by case basis. The sign attachment must be compatible with the building construction type. Ensure all points of attachments are shown.

2.3 For GROUND MOUNTED Signs

- Provide footing details which include the width and depth of the footing and rebar size and location where applicable.
- Provide foundation details which include the size and type of materials and location of reinforcing steel (rebar) or anchor bolts as required.
- Provide attachment details for the sign to the structure.

SIGN INSPECTION CHECKLIST

Wall Mounted Signs

- Sign attachment to structure in compliance with approved plans.
- Installation of the electrical system, if applicable.
- Inspections must be scheduled by 2:00 p.m. the day before inspection is needed.

Ground Mounted Signs

- Footing excavation must be inspected and approved prior to concrete placement.
- Underground electrical inspected prior to covering.
- Foundation inspected prior to backfilling. Footing projections beyond the foundation must be exposed so that the minimum required projections can be verified by the inspector.
- Sign attachment to structure (foundation, posts, etc.) in compliance with approved plans.
- Installation of the electrical system, if applicable.
- Remaining electrical inspected prior to energizing sign circuit.