

Permit Application
PERMANENT SIGN



Planning ID #: _____

Town of Apex Building Inspections and Permitting
Phone: 919-249-3418 Email: ePermit.Notify@ApexNC.org

Town of Apex Planning
Phone: 919-249-3426 Email: planninginfo@apexnc.org

Please see Page 2 for Application Instructions and Fees

APPLICANT AND OWNER INFORMATION

Application Date _____

Applicant Name _____ Phone _____

Project Address _____ Suite # _____

Subdivision or Project Name _____ Apex NC _____

Project Contact Person _____ Phone _____

Email _____

Property Owner _____ Phone _____

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 (incl electrical)** \$ _____ Email _____ License # _____

Name (print) _____ Signature _____ Date _____

**Note: if total sign cost is over \$40,000, provide required documents per the Commercial Project Checklist (see page 2)

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). **A night view rendering is required.**
- 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 SP.ES. Owner

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 \$ _____ Date _____

Sign Plans Examiner _____ Signature _____ Date _____

APPLICATION INSTRUCTIONS

- Each line of the application must be completed or marked "NA" or the application may be declined.
- All signatures must be hand-sign or docu-sign.
- **NOTE: IF GC IS UNLICENSED, THE ELECTRICIAN MUST SIGN THE APPLICATION.**
- If total sign cost is over \$40,000, include required documents per the Commercial Project Checklist: <https://www.apexnc.org/DocumentCenter/View/70/Commercial-Projects-Checklist-PDF>
- Building Permits are **not** required for the following, per Section H101.2 of the NC Building Code:
 - **Non-illuminated wall signs (requiring no electrical connection)**
 - **Projecting signs not exceeding 6 square feet.**
 - **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).
- Submit the application/plans to the Planning Department through the IDT portal <https://townofapex.geocivix.com/secure/>. Project Type is "Planning Sign Applications". If you have any questions about the application or using the IDT portal, please call the Planning Dept. at 249-3426.
- After Planning has accepted the submittal for review, an email will be sent notifying applicant to pay the plan review fee through the payment portal link [Payments | Town of Apex \(tylerportico.com\)](https://tylerportico.com)
- When the Planning Department review has been completed, the application/plans will be assigned to the Inspections Department for their review and permit issuance. If a building permit is needed, an email will be sent when permit fee has been calculated. The fee can be paid through the Sign contractor's ePermit account or by calling the Permits desk at 919-249-3418. After the permit is issued, the permit and plans will be in the IDT Approved folder. The permit card/plans can be emailed upon request.

APPLICATION FEES

Application Fee (Planning)

\$75.00/1st sign plus \$10.00 for each additional sign. 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.

Permit Fee (Inspections)

Building: \$150; Electrical: \$75. A permit fee will be assessed if a permit is required. The permit fee pays for plan review and inspections performed by the Inspections Dept. for Building Code compliance. The permit fee is based on single trade fee schedule for commercial projects.

This fee is paid through the ePermit portal or by calling the Permits Desk at 919-249-3418.

SIGN PLAN CHECKLIST

- **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.
- **Construction Plans**
 - 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".
 - Landlord must sign the proposed sign rendering.
 - 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.
 - 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.
 - Provide a landscape plan for around the structure.
 - 4. Illuminated Signs**
 - Provide Night View rendering (required).

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.