

**Town of Morehead City
Application for Sign Permit**



Please remit to: Planning & Inspections
1100 Bridges Street
Morehead City, NC 28557
Phone (252) 726-6848 Option 2
Fax (252) 499-0021
Email mhcpi@moreheadcitync.org

**Must be completed by Property Owner or Authorized Agent
(Please use separate form for each proposed sign)**

Location (Address): _____

Property Owner: _____ Phone: _____

Mailing Address: _____

Applicant: _____ Phone: _____

Mailing Address: _____

Type or Use of Sign:

() Wall Sign () Freestanding Sign ___Primary ___Secondary

() Outdoor Advertising Sign () Menu Board () Banner () Canopy Sign () Awning Sign

() Suspended Sign () Projecting Sign () Inflatable Display () Interior Parking Sign

() Other: _____

Total Square Footage of Sign Face: _____ Total Height from Grade: _____

Sign (Business) Owner: _____ Phone: _____

Business Name: _____

Mailing Address: _____

Sign Contractor: _____ Phone: _____

Mailing Address: _____

Electrical Contractor: _____ License #: _____

Mailing Address: _____

Applicant Initials

Please attach the following:

Freestanding sign information:

1. A hard copy or PDF plot plan showing location of sign on property, distance of sign from property lines and corners (intersections of rights-of-way) and from paved portion of rights-of-way and locations of any other freestanding signs on property.
2. A plan of the sign showing dimensions (square footage), height (from average finished grade), width, sign materials, engineer/architect specifications and design for 150 mph wind zone if larger than 16 square feet and/or 7 feet in height.

Wall sign information:

1. Attach sheet including drawing of proposed sign and information as follows:
 - a) Lineal frontage of the building wall (length)
 - B) Sizes of all existing wall signs (length and width of each)
 - C) Size of proposed wall sign (length and width)
2. Specifications of how wall sign will be attached.

Statement of Property Owner

I hereby certify that I am the property owner of the aforementioned described property. I have examined the attached plans and specifications and have no objections to installing the sign on my property.

Property Owner (Printed)

Date

Property Owner Signature

I hereby certify that all information on 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. The Planning & Inspections Department will be notified of any changes in the approved plans and specifications for the project permitted herein.

Applicant (Printed)

Date

Applicant Signature