

OFFICE USE

Complete & Received Date: _____
 Application Approved Date: _____

Application/ Permit # _____



**CITY OF ASHEVILLE
 PERMANENT AND TEMPORARY SIGN PERMIT APPLICATION**

DEVELOPMENT SERVICES CENTER: 161 S. CHARLOTTE ST. PO BOX 7148 ASHEVILLE, NC 28802
 (828) 259-5846 - Application Status (828) 259-5822 – Sign Administrator - www.ashevillenc.gov

Completed application, checklist, site plan, elevation drawings and fees are required at the time of submittal; failure to provide this information will delay the processing of this application

# 1 SITE LOCATION & DESCRIPTION		
Name of Business Requesting Sign Permit		
Name of person requesting permit	Phone:	Email:
Address of person requesting permit		
Site Address:	PIN #:	
Development Name:	Zoning District:	
Tenancy:	<input type="checkbox"/> Single Tenant <input type="checkbox"/> Multi-Tenant	
<input type="checkbox"/> Variance applied Yes / No (circle one) Date:		

# 2 SCOPE OF WORK		
<input type="checkbox"/> New <input type="checkbox"/> Alteration <input type="checkbox"/> Face change* <input type="checkbox"/> Other		
Total Project Cost:	Permit will not be processed without this information. If over \$30,000, General Contractor is required, Refer to box #5.	
Building Cost of Work	Electrical Cost of Work	= total project cost from previous line
Describe your project		

***Face change** - The removal and replacement of an individual plastic panel from an existing sign (usually multi-tenant). A face change does not require the replacement or modification of the sign frame, structure, or electrical components.

# 3 SIGN TYPE		
<input type="checkbox"/> Temporary	Start Date _____	End Date _____
Square footage _____		
Height _____		
If the sign is over 6 feet in height, engineered sealed drawings are required. If only applying for a temporary sign, skip to box #7.		
Encroachment agreement required? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Permanent	If yes, submit <input type="checkbox"/> Insurance <input type="checkbox"/> Fee <input type="checkbox"/> Encroachment documents	
<input type="checkbox"/> Single-Face <input type="checkbox"/> Double-Face		
<input type="checkbox"/> Freestanding <input type="checkbox"/> Attached <input type="checkbox"/> LED <input type="checkbox"/> Other, Supply "other" info in box #6.		
If the sign is over 6 feet in height, engineered sealed drawings are required.		
Illuminated? <input type="checkbox"/> Yes <input type="checkbox"/> No – skip to box #5.		

# 4 ILLUMINATION	
<input type="checkbox"/> Internal	<input type="checkbox"/> External External lighting must comply with outdoor lighting standards. Provide cut sheet and specification of lights.
If illuminated, electrical contractor information is required in Box #5. Permit will not be processed without this information.	

# 5 CONTRACTOR INFORMATION			
General Contractor (Project Cost > \$30,000)	Business Name	Contact Person	Phone #
	Email	Privilege License #	State Lic. #
Sign Contractor	Business Name	Contact Person	Phone #
	Email	Privilege License # (if installing)	State Lic. #
Electrical Contractor	Business Name	Contact Person	Phone #
	Email	Privilege License # (if no General Contractor)	State Lic. #

PERMIT #: _____

6 SIGN DETAILS & MEASUREMENTS

Freestanding Signs	New? <input type="checkbox"/> Yes <input type="checkbox"/> No	Face Change? <input type="checkbox"/> Yes <input type="checkbox"/> No	# of Faces
	Horizontal Dimension	Vertical Dimension	
	Total Square Footage	Total height above grade	
	Setback from property boundary or ROW		
	Projections If applicable. Encroachments can't project more than 36" and required a 9' height clearance. Projections over ROW require encroachment agreement.		
<hr/>			
Attached Signs	New? <input type="checkbox"/> Yes <input type="checkbox"/> No	Face Change? <input type="checkbox"/> Yes <input type="checkbox"/> No	# of Faces
	Horizontal Dimension	Vertical Dimension	Total Square Footage
	Storefront (for multi-tenant)	Total height above grade	
	Setback from property boundary or ROW		
	Projections Can't project more than 36" and required a 9' clearance. Projections over ROW require encroachment agreement.		
<hr/>			
Additional Type:	New? <input type="checkbox"/> Yes <input type="checkbox"/> No	Face Change? <input type="checkbox"/> Yes <input type="checkbox"/> No	# of Faces
	Horizontal Dimension	Vertical Dimension	Total Square Footage
	Storefront (for multi-tenant)	Total height above grade	
	Setback or projections		
	<hr/>		
Additional Type:	New? <input type="checkbox"/> Yes <input type="checkbox"/> No	Face Change? <input type="checkbox"/> Yes <input type="checkbox"/> No	# of Faces
	Horizontal Dimension	Vertical Dimension	Total Square Footage
	Storefront (for multi-tenant)	Total height above grade	
	Setback or projections		

7 STATEMENT OF CONFORMITY

STATEMENT OF CONFORMITY: As undersigned or authorized agent of the owner, I am applying for all construction specialty permits required to construct the project as described in this application. I agree to do the described work according to the attached plans and specifications and understand that the work is to be done in accordance with the Ordinances of the City of Asheville and State of North Carolina laws. By signing this permit application, I hereby affirm that I have read and understand the City of Asheville Unified Development Code, Section 7-13 – Sign Code and further affirm that the information provided in this application is correct and complete.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Permit Request	Cost of Work	Permit Fees	
<input type="checkbox"/> Building	\$	\$	
<input type="checkbox"/> Electrical	\$	\$	
<input type="checkbox"/> Zoning	\$	\$	
<input type="checkbox"/> Encroachment	\$	\$	
<input type="checkbox"/> HRC	\$	\$	
<input type="checkbox"/> Flood	\$	\$	
<input type="checkbox"/> Fire	\$	\$	
** Final Inspection Fee (attached or freestanding) 0 – 75 square feet, \$50.00, > 76 square feet \$75.00		\$	
4 % Technology Fee		\$	
		Total Project Cost	\$
		Total Fee	\$

ReviewNotes: _____
