

OFFICE USE

Complete & Received Date: \_\_\_\_\_

Application/ Permit # \_\_\_\_\_

Application Approved Date: \_\_\_\_\_



## CITY OF ASHEVILLE PERMANENT AND TEMPORARY SIGN PERMIT APPLICATION

DEVELOPMENT SERVICES CENTER: 161 S. CHARLOTTE ST. PO BOX 7148 ASHEVILLE, NC 28802

Application Status – 828-259-5846 Sign Administrator – 828-259-5822

[www.ashevillenc.gov](http://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 or Organization Requesting Sign Permit \_\_\_\_\_

Site Address: \_\_\_\_\_ PIN #: \_\_\_\_\_

Zoning District \_\_\_\_\_

Tenancy:  Single Tenant  Multi-Tenant

Variance applied Yes / No (circle one) Date: \_\_\_\_\_

### # 2 SIGN TYPE

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 #5.***

Permanent  Single-Face  Double-Face  
 Freestanding  Attached  LED  Other \_\_\_\_\_

Illuminated?  Yes  No

Encroachment agreement required?  Yes  No

If yes, submit  Insurance  Fee  Encroachment documents

***If the sign is over 6 feet in height, engineered sealed drawings are required.***

### # 3a SIGN DETAILS AND MEASUREMENTS

New  Alteration  Face Change\*

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.

<b># 3b SIGN DETAILS AND MEASUREMENTS (cont.)</b>							
<b>SIGN 1</b>		<b>SIGN 2</b>		<b>SIGN 3</b>		<b>SIGN 4</b>	
Sign Type		Sign Type		Sign Type		Sign Type	
# of Faces		# of Faces		# of Faces		# of Faces	
Horizontal Dimension	FT	Horizontal Dimension	FT	Horizontal Dimension	FT	Horizontal Dimension	FT
Vertical Dimension	FT	Vertical Dimension	FT	Vertical Dimension	FT	Vertical Dimension	FT
Total Square Footage	SF	Total Square Footage	SF	Total Square Footage	SF	Total Square Footage	SF
Store Frontage (multi-tenant attached units)	FT	Store Frontage (multi-tenant attached units)	FT	Store Frontage (multi-tenant attached units)	FT	Store Frontage (multi-tenant attached units)	FT
Total Height Above Grade	FT	Total Height Above Grade	FT	Total Height Above Grade	FT	Total Height Above Grade	FT
Setback or projection (if required)	FT	Setback or projection (if required)	FT	Setback or projection (if required)	FT	Setback or projection (if required)	FT

<b>#4 PERMITS REQUESTED</b>					
Permit Request	Contractor Name	Privilege License #	State License #	Cost of Work	Permit Fees
<input type="checkbox"/> Sign/Zoning					\$
<input type="checkbox"/> Electrical					\$
<input type="checkbox"/> Building (if value > \$30,000)					\$
<input type="checkbox"/> Encroachment					\$
<input type="checkbox"/> HRC					\$
<input type="checkbox"/> Flood					\$
<input type="checkbox"/> Fire					\$
Final Inspection Fee (attached or freestanding) 0-75 sq.ft, \$50.00, > 75 sq. ft, \$75.00					\$
4% Technology Fee					\$
Total Fee					\$

<b># 5 STATEMENT OF CONFORMITY</b>
<p>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.</p> <p>PrintName _____ Phone # _____  Signature: _____ Date: _____</p> <p><b>Notice to applicant: This is the person who will be contacted when the permit is approved.</b></p>

*Office Use Only*

Review Notes \_\_\_\_\_

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