



City of Dunn Planning Department
 102 N. Powell Ave. P.O. Box 1065
 Dunn, NC 28335
 Main: (910) 230-3505
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www.cityofdunn.org

Sign Permit Application
Submittal Checklist

This checklist indicates the minimum required for this permit application to be considered complete. Please **initial** each item in the following checklist. **Write** N/A for items that are not applicable.

Applicant Initials	Required component of complete application	Staff Initials
	Applicant logged in (Station outside of the Inspection Department)	
	Sign Permit Application is filled out completely. (Including PIN, Use, Illuminated, Type, measurements of sign and wall if applicable)	
	Original signatures are included. <i>Copies not accepted.</i>	
	Specifications and pictures of proposed sign(s) are included	
	Footing & Electrical permit has been filled out completely. (Including electrician name, address, license number, scope of work, cost of job, signature, etc.)	
	I have read and understand the entire Sign Permit Application.	

I understand that no application will be held that is considered incomplete. If found to be incomplete it will be returned to me to make the corrections before it will be reviewed or considered. All information contained in this Sign Permit Application is complete and accurate to the best of my knowledge and ability.

Applicant: _____ Date: _____
Printed Name Signature

Owner: _____ Date: _____
Printed Name Signature

Staff Review

Approved _____ Denied _____

Staff Signature: _____ Date: _____

Comments: _____

Form Revised: March 2021

SIGN PERMIT APPLICATION

Property Address: _____

County PIN: _____

Zoning: _____

Use of Property: _____

___Y___N Sign Illuminated ?*

* Specifications and electrical permit required

Type of Sign Proposed

PERMANENT

- Attached Wall Sign
- Ground (monument)*
- Low Profile*
- Freestanding*
- Interstate*
- Off-premises*

TEMPORARY

- Special Event
- Political
- Portable

OTHER

- Repair
- Face Replacement
- Other

For City Zoning Administrator

- Permit Approved
- Permit Denied
- Conditional Permit

Conditions/Additional Requirements:

All approvals are based on the information provided in this application, attached specifications and site plans.

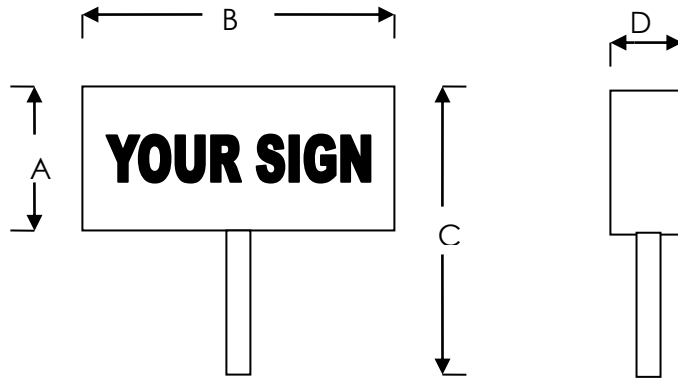
ZONING ADMINISTRATOR

CHECK/CONF # _____

RECEIPT # _____

DATE _____

USE FOR **FREESTANDING OR LOW PROFILE SIGN**

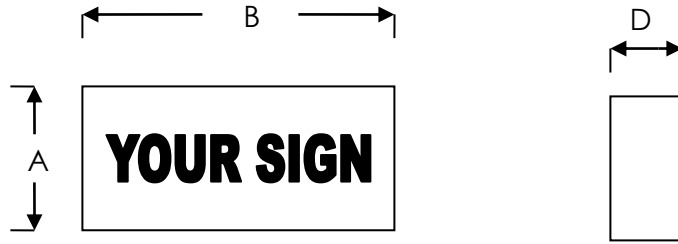


A = _____ inches/feet
B = _____ inches/feet

C = _____ inches/feet
D = _____ inches/feet

USE FOR **WALL SIGN**

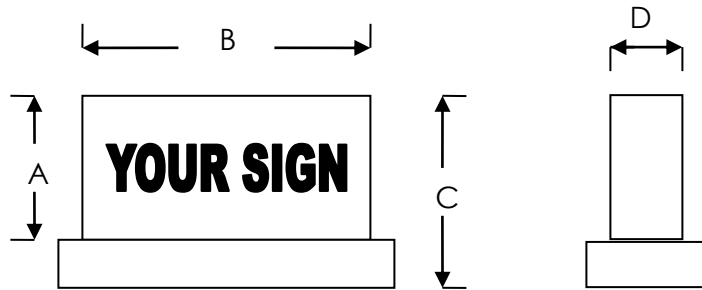
Front building area = Width _____ x Height _____ = _____ square feet



A = _____ inches/feet
B = _____ inches/feet

D = _____ inches/feet

USE FOR **GROUND OR MONUMENT SIGNS**



A = _____ inches/feet
B = _____ inches/feet

C = _____ inches/feet
D = _____ inches/feet

Existing signs:

Please attach photographs

	Type	Size:
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

Property Owner Information:

Property Owner Name: _____

Property Owner Address: _____

City/State/Zip Code: _____

Owner Daytime Telephone:
(____)

Tenant Identification Information:

Tenant Name: _____

Tenant Address: _____

City/State/Zip Code: _____

Tenant Daytime Telephone:
(____)

Tenant Cell Telephone:
(____)

Contractor Information:

Name of Business: _____

Business Address: _____

City/State/Zip Code _____

Business Daytime Telephone: _____

Business Fax Number _____

Business Cell Telephone _____

Contact Name: _____

Please attach pictures, drawings and specifications including face type (wood, vinyl, metal), size of lettering, type of lettering (painted, molded, vinyl), exact text wording and any logo, picture or illustration.

Signs which require electrical wiring or footings in addition to a site plan:

PLEASE SPECIFY WHICH OF THE FOLLOWING PERMITS YOU WILL NEED:

- FOOTING
- ELECTRICAL

Any sign which is taller than six (6) feet above grade shall require engineering documents sealed by a design professional to withstand a 120 mph wind load.

****If your sign will be illuminated, please fill out the attached electrical permit application. We MUST have this information in order to process the application.***

Certification

I hereby certify that all information in this application and attached to this application is correct and complete. I certify that all work will comply with the State Building Code and all other applicable State and Local laws, ordinances and regulations. I certify that that all construction will conform to the plans and specifications submitted and as approved by the City. I understand and agreed that any changes to the approved plans and specifications must be submitted and approved by the City prior to commencement of construction of such changes.

Applicant: _____ Date: _____
Signature

Printed Name

Owner: _____ Date: _____
Signature

Printed Name

APPLICATION FOR ELECTRICAL & FOOTING PERMIT FOR SIGNS

Inside City Limits Outside City Limits

Please note: 1) Application must be completely filled out

Location of Site (Street Address): _____

Lot #: _____ Subdivision: _____ Phase/Section: _____ Flood Zone: _____

Owner Name: _____ Telephone: _____

Address: _____ City: _____ State: _____ Zip: _____

General Contractor:

Name: _____ Telephone: _____

Address: _____ City: _____ State: _____ Zip: _____

N.C. State License #: _____ Class: _____ Expiration Date: _____

E-mail: _____

Expiration of Workers Compensation Insurance: _____/_____/_____

General Contractor Signature: _____

Electrical Contractor:

Name: _____ Telephone: _____

Address: _____ City: _____ State: _____ Zip: _____

N.C. State License #: _____ Class: _____ Expiration Date: _____

E-mail: _____

Expiration of Workers Compensation Insurance: _____/_____/_____

Electrical Contractor Signature: _____

Type of Property: Non-Residential Residential

Cost of Construction:

Electrical: \$_____ (Estimated cost of job)

Premise Number: _____

Description of work being done:

Applicant Signature: _____ Date: _____

Inspector Signature: _____ Date: _____

**If work is done by an Electrical Contractor,
they must be licensed by the State of North Carolina.**