



OFFICE USE

Complete & Received Date: _____

Application/ Permit # _____

Application Approved Date: _____

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: <input type="checkbox"/> Single Tenant <input type="checkbox"/> Multi-Tenant	
<input type="checkbox"/> Variance applied Yes / No (circle one) Date: _____	

2 SIGN TYPE

<input type="checkbox"/> Temporary Start Date _____ End Date _____ Square footage _____ Height _____ <p style="text-align: center;"><i>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.</i></p>	
<input type="checkbox"/> Permanent <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 _____ Illuminated? <input type="checkbox"/> Yes <input type="checkbox"/> No Encroachment agreement required? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, submit <input type="checkbox"/> Insurance <input type="checkbox"/> Fee <input type="checkbox"/> Encroachment documents	
<i>If the sign is over 6 feet in height, engineered sealed drawings are required.</i>	

3a SIGN DETAILS AND MEASUREMENTS

<input type="checkbox"/> New <input type="checkbox"/> Alteration <input type="checkbox"/> 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.

3b SIGN DETAILS AND MEASUREMENTS (cont.)

SIGN 1		SIGN 2		SIGN 3		SIGN 4	
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

#4 PERMITS REQUESTED

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					\$
Total Fee					\$

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 Henderson County or the City of Hendersonville and State of North Carolina laws.

PrintName _____ Phone # _____
 Signature: _____ Date: _____

Notice to applicant: This is the person who will be contacted when the permit is approved.

Office Use Only

Review Notes _____

