



# CITY OF KINSTON

Permits, Inspections & Code Enforcement

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Kinston, North Carolina 28502

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## OFFICE USE ONLY

APP # \_\_\_\_\_

P.D. \_\_\_\_\_

PT: \_\_\_\_\_

## SIGN PERMIT APPLICATION

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Installer/Contractor: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of Proposed Sign: \_\_\_\_\_

Dimensions: Total square footage: \_\_\_\_\_ Maximum height and width of facing \_\_\_\_\_ X \_\_\_\_\_

Minimum distance from property lines: \_\_\_\_\_ Minimum distance from Street R/W: \_\_\_\_\_

### Plan requirements:

Site plans: Site plans showing the distances to property lines and location and size of other signs on the property are required.

Structural plans: Plans for signs over 10' high and 32 square feet may require design calculations or to be sealed by a professional engineer. Plans for wall signs are required to show support and construction methods. All Plans must bear the name and address of the person responsible for the design.

### Minimum Inspections Required:

Footing/Foundation: Inspected prior to concrete placement when excavations are made and when reinforcement and attachment bolting is in place.

Final: Inspected when sign installation is complete.

**Electrical Permits**: An additional permit is required for associated electrical work and is not included with a sign permit.

*Continued...*

PERMIT COST = 1% OF TOTAL VALUE **\$100.00 MINIMUM FEE** **\$250.00 for Billboards**

Project Valuation: \$\_\_\_\_\_ Permit Fee \$\_\_\_\_\_

I hereby certify that all information in this application is correct and all work will comply with the state building code and all other applicable state and local laws, ordinances and regulations. The Inspection Department will be notified of any changes of the approved plans and/or specifications for the project herein.

Print Name: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Representing: \_\_\_\_\_

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**Office Use:**

Site Plan/Zoning Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Structural Plan Approval: \_\_\_\_\_ Date: \_\_\_\_\_

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