

Permit Application
PERMANENT SIGN

Phone 919-249-3418
Fax 919-249-3407



Permit # _____ - _____
Planning ID # _____
File Close Date: _____

**Town of Apex
2011**

Application Date _____
Applicant Name _____ Phone _____ Fax _____
Project Address _____ **Suite** _____ **Apex, NC** ZIP _____
Subdivision or Project Name _____ Lot Number _____
Project Contact Person _____ Phone _____ Fax _____
Email _____ Contact Preference: Phone Fax Email
Property Owner _____ Phone _____ Fax _____
Address _____ City _____ State _____ ZIP _____
Business Owner (at project address) _____ Phone _____
Type of Business _____
Address _____ City _____ State _____ ZIP _____

Type of Sign

Wall/Awning Projection Ground/Monument Subdivision Entrance Other _____

Sign (Building)

Contractor Name _____ Phone _____
Address _____ City _____ State _____ ZIP _____
Total Sign Cost (including electrical) \$ _____

Electrical

Contractor Name _____ Phone _____
Address _____ City _____ State _____ ZIP _____
License Number _____ Classification: Limited Intermediate Unlimited Owner Other
 Internally Illuminated Externally Illuminated Non-Illuminated **Electrical Cost \$** _____
Applicant Name (print) _____ Signature* _____ Date _____

Applicant Statement

I hereby certify that I have the authority to make the necessary application; 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 and ordinances and regulations or private building restrictions, if any, which may be imposed by deed. The Inspection Department will be notified of any changes in the approved plans and specifications for the project herein. I understand that it is unlawful to energize any electrical circuit of a lighted sign prior to gaining written approval from the Code Enforcement Officer.

Applicant Name (print) _____ Signature* _____ Date _____

Apex Planning Department Approval (to be completed by staff)

Is the proposed sign located on a lot or parcel that is part of a subdivision or shopping center? Yes No
Is the sign located in the Central Business District? Yes No (If yes, specific CBD requirements apply.)
A seventy five dollar (\$75) application fee plus five dollars (\$5) for each additional sign is due when the application is submitted.

Amount Paid: \$ _____ Check No. _____ Collected By _____ Date _____

Plans Examiner (print) _____ Signature _____ Date _____

A permit fee must be paid when the permit is issued. This fee is base on the number of trades associated with the sign.

Sign Plan Checklist

Application

- 1) Complete each line on page one of the permit application (write N/A on the line if it does not apply to your project).
- 2) Each line of the application must be completed or the application will be returned by the Inspections Division plans examiner. If you have a question please call 249-3379 or 249-3381 to avoid delays in the plan review process. Remember to complete the address line and to initial the document at the top of page 2.
- 3) The application must include the applicant's "wet" signature in permanent ink. Copies or faxed applications will not be accepted.

Application Fees and Permit Fees

- 1) There is an **application fee** that is paid to the Planning Department when the plans are submitted. This **application fee** is for the plan check and inspections performed by the Planning Department for zoning code compliance. An additional **permit fee of \$105.00** will be charged when the permit has been approved and must be paid when the approved plans are picked up at the Inspections counter. The **permit fee** pays for the plan review and inspections performed by the Inspections Division for building code compliance. The permit fee cost is based on the single trade fee schedule for commercial projects.

Plot Plan

- 1) Provide two copies of the plot plan indicating the location of the sign on the property. The plot plans must be on 8½" x 11" or 8½" x 14" paper only.

Construction Plans

- 1) **For ALL signs:** Provide two color copies of the sign. Include dimensions of each sign. If signs are not engineer sealed then include the following statement on the sign detail. 'In our opinion this sign and it's attachment meets all requirements of Appendix H of the NC Building Code.'
- 2) **For Wall Signs:** Provide the necessary elevations including length and height dimensions to indicate where on the building the signs will be located.
- 3) **For Wall Signs:** Provide a detail for the attachment of the sign to the building or structure. The attachment criteria is listed in Appendix H (section H111) of the NC State Building Code. Alternate attachment designs by a NC design professional (architect or engineer) will be considered on a case by case basis. The sign attachment must be compatible with the building construction type. Ensure all points of attachments are shown.
- 4) **For Ground Mounted Signs:** Provide footing details which include the width and depth of the footing and rebar size and location where applicable.
- 5) **For Ground Mounted Signs:** Provide foundation details which include the size and type of materials and the location of reinforcing steel (rebar) or anchor bolts as required.
- 6) **For Ground Mounted Signs:** Provide attachment details for the sign to the structure.

Sign Inspection Checklist

Wall Mounted Signs

- 1) The attachment of the sign to the structure per the approved plans.
- 2) The installation of the electrical system if applicable.
- 3) Note that inspections must be scheduled by 3:00 pm the day before the inspection is needed.

Ground Mounted Signs

- 1) The footing excavation must be inspected and approved prior to placement of concrete.
- 2) Underground electrical inspected prior to covering.
- 3) The foundation must be inspected prior to backfilling. The footing projections beyond the foundation must be exposed so that the minimum required projections can be verified by the inspector.
- 4) Sign attachment to structure (foundation, posts, etc.) in compliance with the approved plans.
- 5) Remaining electrical must be inspected prior to energizing the sign circuit.