



Town of Boiling Springs

PO Box 1014 | Boiling Springs, NC 28017
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www.BoilingSpringsNC.net

SIGN PERMIT APPLICATION

BEFORE STARTING

This Permit only certifies compliance with the Town's Zoning Code. Many signs including those with electrical require a Building Permit from the Cleveland County Inspections Department (704) 484-4995.

- \$25 fee is required to process Sign Permits
- Signature required on Page 3
- All signs for a single business (not multi-tenant commercial) can be submitted with one application
- Sign Permit Applications generally take five (5) working days to review

GENERAL INFORMATION

PROJECT NAME:	
PROJECT PROPERTY	
Business or Development Name:	
Physical Address:	Parcel No:
Property Owner(s):	
Owner Mailing Address:	
Owner Telephone:	Owner Email:

PROJECT APPLICANT	
Permit Applicant Name:	
Applicant Mailing Address:	
Applicant Telephone:	Applicant Email:
Applicant Relation to Property: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Rental Tenant <input type="checkbox"/> Legal Representative of Owner	

SIGN PROJECT TYPE		
<input type="checkbox"/> Wall Mount/Projection	<input type="checkbox"/> Freestanding Pole	<input type="checkbox"/> Freestanding Monument/Ground
<input type="checkbox"/> Awning	<input type="checkbox"/> Subdivision Entrance	<input type="checkbox"/> Change to Existing Sign
<input type="checkbox"/> Multi-tenant Development	<input type="checkbox"/> Other	

SIGN INFORMATION	
Sign Copy Area (sqft):	Freestanding Height:
Depth or Projection if Wall Mount:	
CHECK ALL THAT APPLY	
<input type="checkbox"/> Non-illuminated	<input type="checkbox"/> Internally Illuminated
<input type="checkbox"/> Externally Illuminated	<input type="checkbox"/> Mechanical or Digital Changeable Copy
<input type="checkbox"/> Digital Display	

PROJECT SKETCHES & DRAWINGS

The following materials must be submitted in order to process a sign permit application. Generally the contractor designing and installing the sign will provide these materials. Detailed sketches are also accepted. Please clearly check all items you provide.

FOR ALL SIGN PROJECTS

- Color copy of the sign showing dimensions

FOR WALL MOUNT, PROJECTION, & AWNING PROJECTS

- Elevation drawings with dimensions of sign and building showing location of sign on building
- Calculation of signage area as percentage. Total building frontage divided by total sign area in square feet
- Provide detail for the attachment of sign to building and showing the depth of projection from building
- At the point of projection show height from walkways or ambient ground

FOR FREESTANDING, POLE, MONUMENT, GROUND PROJECTS

- Site drawing showing location and distance from property lines, ROW's, etc.
- Footing and foundation details showing width and depth of footings

FOR CHANGEABLE COPY, LED, DIGITAL PROJECTS

- Elevation drawings with dimensions of changeable copy
- Detail showing LED or digital displays are low intensity or are equipped with dimming feature for nighttime

ADDITIONAL MATERIALS PROVIDED

- _____
- _____
- _____
- _____
- _____

ZONING ADMINISTRATOR DETERMINATIONS

This application has been reviewed for compliance with all applicable sections of the Town Code. The Issuance of this permit is based on the proposals indicated on this application and is contingent upon compliance with all conditions, comments, and restrictions provided. The omission of any element of the proposed project does not exclude that element from complying with Town Code. Zoning Permits are Valid for 180 days unless a Zoning Permit with vested rights is sought after in accordance with the Town Code. Review has determined the following.

GENERAL DETERMINATIONS		
City or ETJ:	Zoning:	Max Height Allowed:
Required Setback from ROW:		Max Copy Area Allowed:

Approved **Approved w/Conditions** **Denied**

Conditions/Comments/Restrictions:

Zoning Administrator Approval: _____ Date: _____

APPLICANT STATEMENT & AGREEMENT

I hereby certify the information on this application is true and correct. I will adhere to the conditions, comments, and restrictions, provided as a result of this application's review. I understand this Permit only certifies the proposed project complies with the Zoning Code and is not a building permit or other certification required for construction.

Applicant Signature: _____ Date: _____

Print Name: _____

Staff Assigned # _____