CITY OF ELIZABETH CITY
COMMUNITY DEVELOPMENT - BUILDING DIVISION

A.P. Midget Municipal Building
302 Colonial Avenue/P.O. Box 347
Elizabeth City, NC 27909
Inspections (252) 337-6672

Sign Permit Application Form

Job site address: ______________________________________________________

Name of Business: _____________________________________________________

Applicant's Name: __________________________________Tel. #_______________

Address: _____________________________________________________________

EMAIL ADDRESS IF AVAILABLE _______________________________

Electrical Contractor: ___________________________________________

Tel. # ________________________N.C. License # __________

Estimated Cost of Sign: $___________

TYPE OF SIGN:   Ground ____   Wall ____   Projecting ____   Billboard ____

Changeable Copy ____   Identification ____   Canopy ____   Special Event ____

Proposed height: __________   Proposed sign area in square feet: _____________

Number of signs on premises:  ______________________________________

Applications must be accompanied by a detailed drawing of the sign, including dimensions and colors to be used.

Date Approved by Planning Dept._________________________

Building Permit #: _______________________________________

Date Permit Issued: _______________________________________

NOTE:   It shall be the applicant's responsibility to: (A) submit a completed application, site plan and sign drawings to the Planning Department for review/approval PRIOR to obtaining a building permit from the Inspections Department; (B) have the City's Electric Department review/approve the proposed sign's location to ensure any applicable clearances from any City electrical power lines will be adhered to; and (C) ensure that no utilities will be damaged or affected. (D) Pylon signs shall have a minimum 2"x4" access/cover near its base for access to its electrical terminations per the NEC. A footing inspection by the City's Inspection Department is required PRIOR to pouring any concrete. The applicable electrical contractor shall purchase their own permit and request their own inspection(s). The applicant listed herein certifies that all information in this application is correct and hereby agrees to have the subject sign(s) erected, constructed and/or altered in accordance with the NC State Building Code(s) and any other applicable local ordinances or requirements of the City of Elizabeth City.

Revised 2-2-18
CITY COUNCIL AGENDA REQUEST
To: Rich Olson, City Manager   Approved for Agenda by: 

From: Chief Building Official

REQUEST:

BACKGROUND:

DISCUSSION:

REQUESTED ACTION: