



Permit # \_\_\_\_\_

Planning Department  
134 N Main Street  
Fuquay-Varina, NC 27526  
Phone (919) 552-1429  
www.fuquay-varina.org

# APPLICATION FOR TEMPORARY SIGN PERMIT

**Applicant Name:** \_\_\_\_\_

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

**Contractor Name:** \_\_\_\_\_

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

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

**License Number:** \_\_\_\_\_

**Site Information:** \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Wake County PIN: \_\_\_\_\_ Zoning: \_\_\_\_\_

Temporary signs are permitted only in accordance with applicable regulations of the Town’s Land Development Ordinance (LDO), Article L Signs, Section §9-1556 Temporary Sign Standards. A separate application must be submitted for each type temporary sign requested. **This application is for on-site temporary signs only. The Application for Temporary Off-Premise Sign Permit should be used for off-site signage.**

At the time of permit issuance, an application fee of \$25.00 plus a \$5.00 fee for each additional sign, shall be due.

The following is a list of general requirements, with more specific details provided in Section 9-1556 Temporary Sign Standards of the LDO.

- Temporary signs cannot be used as permanent signs.
- No frame, structure or device intended solely for the purpose of display of a temporary sign can be in place longer than the maximum duration of display of the temporary sign.
- Temporary on-premise signs shall be secured to prevent creating of hazard due to high winds or storms.
- *Please note that a sign permit is not required for sandwich board signs, signs on vehicles, sign spinners, yard signs, or appurtenances on any temporary signs. However, applicable regulations of the Town’s LDO must be met for these sign types.*
- *Signs shall not be placed in the right-of-way. (signs shall be located a minimum of five (5) feet from the back of a sidewalk, or 10 feet from the edge of pavement or back of curb where no sidewalk exists)*

# APPLICATION FOR TEMPORARY SIGN PERMIT

TEMPORARY SIGN TYPE:  Banner Sign  Construction Sign

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**Complete this section for banner sign:**

- **Material:**  Canvas  Nylon  Flexible plastic
- **Size:** \_\_\_\_\_ square feet (max. 32 square feet)
- **Location:**  Freestanding  Attached
  - **Freestanding distance from the curb or edge of pavement:** \_\_\_\_\_ feet (min.10 feet from the back of the curb or edge of pavement)
- **Duration of Display:** \_\_\_\_\_ (max. 14 calendar days)
  - **Start date:** \_\_\_\_\_ **End date:** \_\_\_\_\_
- **Maximum:** No more than one (1) banner is permitted

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**Complete this section for construction sign:**

- **Size:** \_\_\_\_\_ square feet (max. 32 square feet per side)
- **Height:** \_\_\_\_\_ feet (max.10 feet)
- **Duration:** Signs cannot be erected prior to the issuance of the sign permit, nor prior to the site plan or building plan submittal for the project. Signs must be removed within 30 calendar days of issuance of the certificate of occupancy for the site, or for the last structure in a subdivision development.

I/we the undersigned do hereby certify that all information provided is true, complete, and accurate to the best of my/our knowledge.

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Signature

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Date

**TOWN USE ONLY**

PLANS APPROVED FOR CONSTRUCTION

KEEP ON BUILDING SITE

The Town of Fuquay-Varina Inspections and Planning Departments have reviewed these plans but is not responsible for errors or omissions in the plans. This approval does not relieve the owner or builder from compliance with the North Carolina Building Code and Town of Fuquay-Varina zoning regulations.

Zoning \_\_\_\_\_ Date \_\_\_\_\_  
Plans \_\_\_\_\_ Date \_\_\_\_\_  
Site Plan \_\_\_\_\_ Date \_\_\_\_\_  
Health Dept \_\_\_\_\_ Date \_\_\_\_\_

**Sign Permit Fee** (\$25 per proposed sign): \$ \_\_\_\_\_

**Additional Sign Fee** (\$5 per additional sign): \$ \_\_\_\_\_

**Total Permit Fee:** \$ \_\_\_\_\_