

## APPLICATION FOR ATTACHED SIGN PERMIT

### THE PROCESS:

1. Submit a completed Application for Attached Sign Permit and all required materials to the Planning Department. Incomplete applications or inaccurate information will delay or prevent processing and review. (For complete attached sign regulations, please reference the Town Land Development Ordinance, Article L Signs, §9-1554 Permanent Attached Sign Standards.)
2. Town staff will review the application within 10 business days.
3. Once staff approves the application, the applicant will be contacted to pick up the permit. The permit fee is due at this time. Construction begins after the permit is picked up and all fees are paid. Permits are valid for the length of time specified in the appropriate section of this application.
4. Inspections are required, depending upon the type of sign and the installation. All required inspections shall be scheduled through the Inspections Department by calling (919) 753-1015.

### INSPECTIONS REQUIRED:

- Building final, if applicable
- Electrical final, if applicable
- Site final

### SUBMITTAL CHECKLIST:

- Submit one (1) Application for Attached Sign Permit per proposed sign.
- Attach a scale drawing of the sign, showing dimensions (length and height), total square footage, sign design including a detailed description of materials, colors, construction method, and diagram for any components requiring a building trade permit.
- Include a site plan showing the location and setbacks of the sign(s) in relation to all abutting right-of-way, property lines and structures.
- Additional required submittal materials, as applicable.

### FEES DUE UPON APPROVAL:

- \$100.00 Attached Sign Permit Fee, per proposed sign.
- \$40.00 trade permit fee, per required trade.

# APPLICATION FOR ATTACHED SIGN PERMIT

## OWNER & PETITIONER INFORMATION:

Name of Petitioner: \_\_\_\_\_

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

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

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

Name of Property Owner: \_\_\_\_\_

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

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

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

## SITE INFORMATION:

Address of Sign Location: \_\_\_\_\_

Business Name Associated with Sign: \_\_\_\_\_

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

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

Attached Sign Type:  General Wall Sign  Awning or Canopy Sign  Band Sign  
 Blade Sign  Building Name or Marker  Heritage Sign  
 Marquee Sign  Suspended Sign  Window Sign

## CONTRACTOR INFORMATION

Name of Contractor: \_\_\_\_\_

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

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

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

Licensed?:  Yes, License Number: \_\_\_\_\_  No

**\*Licensed contractor required for total job cost over \$30,000\***

Will the sign have electrical service?  Yes (fill out contractor information below)  No

Electrical Contractor: \_\_\_\_\_

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

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

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

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

Signature

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** (\$100 per proposed sign):\$ \_\_\_\_\_

**Trade Permit Fee** (\$40 per required trade):\$ \_\_\_\_\_

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

# APPLICATION FOR ATTACHED SIGN PERMIT

## GENERAL REQUIREMENTS:

### Quantity:

- Total aggregate sign square footage for all permanent signs on a premises, lot, or property shall not exceed two (2) square feet of sign surface area for every one (1) linear foot of building wall, measured on the side of the building with the main entrance for public access. The minimum aggregate square footage is based off of 35 linear feet.
- The total surface area for attached signs shall not exceed 15% of a single side of the building wall surface where the sign is to be located.
- More than one (1) attached sign may be permitted on a single side of a building. Where more than one (1) sign is proposed, the maximum surface area permitted for each sign is 30 square feet.

### Placement:

- No sign can obstruct required sight distance at an intersection or driveway access.
- No signs or structures can be erected, constructed, or maintained on or above any part of a roof.
- No attached sign shall extend above the height of the building roof eave, or above the top of the parapet wall on a flat roof.
- No sign can be located such that it obstructs or substantially interferes with any window, door, fire escape, stairway, ladder, or other opening intended to provide light, air, ingress or egress for any building or structure.
- No signs or sign structures shall be erected, constructed, or maintained on any utility pole, unless such signs are under the same ownership of the utility pole or with approval of the Town.

### Projection:

- Attached signs cannot project more than 12 inches from the surface of the building wall, unless otherwise provided in the LDO.

### Sign Lighting:

- A sign using changeable copy/message shall not exceed 25% of the sign surface area.
- Digital display is prohibited.
- Backlighting, up-lighting and down-lighting is permitted provided that the lighting shall be directed at the sign and illuminate only the sign face.
- All wiring for signs and lighting equipment shall be installed internally.

Initial \_\_\_\_\_

# APPLICATION FOR ATTACHED SIGN PERMIT

## Additional Requirements for DC-1 & DC-2 Zoning Districts:

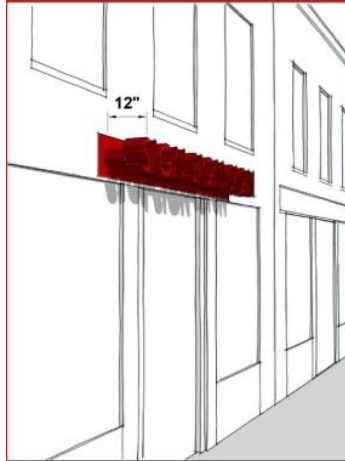
- The total surface area for attached signs shall not exceed 12% on the front building wall surface. The total surface area for an attached sign on the side or rear of a building shall not exceed 8% of the total side or rear wall.
- Each individual attached sign shall not exceed 24 square feet in surface area.
- Attached signs to be placed on buildings of two (2) stories or more shall be located between the first and second story windows.
- Backlighting is prohibited.
- Sign surface shall be constructed of wood, metal, masonry material, painted and/or aluminum composite material (ACM). Letters shall be constructed of plastic, wood, iron-fashioned, or otherwise fabricated.

*(Form Continues: Please fill out the section applicable to the sign type you are applying for.)*

Initial \_\_\_\_\_

# APPLICATION FOR ATTACHED SIGN PERMIT

Complete this page if sign is a general wall sign and other standards provided herein are not applicable (General Standards):



- Total aggregate sign square footage allowed:** \_\_\_\_\_ square feet (two (2) square feet for every one (1) linear foot of building frontage where the main entrance is located)
- Aggregate sign square footage proposed:** \_\_\_\_\_ square feet
- Maximum surface area percentage:** \_\_\_\_\_ % (max. surface area shall not exceed 15% per side)
- More than one (1) attached sign may be permitted on a single side of a building. Where more than one (1) sign is proposed, the maximum surface area permitted for each sign is 30 square feet.

## Additional Requirements for DC-1 & DC-2 Zoning Districts:

- Aggregate sign square footage proposed:** \_\_\_\_\_ square feet (Max 24 square feet per sign)
- Maximum front surface area percentage:** \_\_\_\_\_ % (max. surface area shall not exceed 12% on the front)
- Maximum side / rear surface area percentage:** \_\_\_\_\_ % (max. surface area shall not exceed 8% on the side or rear)
- Backlighting and digital signage is prohibited.

# APPLICATION FOR ATTACHED SIGN PERMIT

Complete this page if sign is an AWNING OR CANOPY SIGN:



- Maximum front surface area percentage:** \_\_\_\_\_ % (max. surface area shall not exceed 12% on the front)
- Maximum side surface area percentage:** \_\_\_\_\_ % (max. surface area shall not exceed 10% per side)
- An awning or canopy must be attached to a frame that extends from the exterior façade wall of a building without ground mounted supports and shall use a fire-retardant material such as fabric or vinyl.
- All signage shall be mounted flat against the awning or canopy front face or side area and shall not extend above the front face or side of the awning or canopy.
- External and internal lighting for an awning or canopy is prohibited.

## Additional Requirements for DC-1 & DC-2 Zoning Districts:

- Where an awning or canopy sign is provided in addition to other permitted attached signage, the total aggregate signage for the awning or canopy signage and all other permitted wall attached signage shall not exceed 15% of the total surface of the building wall where the awning or canopy is located.
- Maximum aggregate sign square footage permitted:** \_\_\_\_\_ square feet
- Aggregate sign square footage proposed:** \_\_\_\_\_ square feet
- Aggregate square footage per awning or canopy (multiple tenants):** \_\_\_\_\_ square feet (max. 10% of the front wall square footage per awning or canopy)

# APPLICATION FOR ATTACHED SIGN PERMIT

Complete this section if sign is a BAND SIGN:



- Total surface area permitted:** \_\_\_\_\_ square feet (square footage is calculated using three (3) square feet of sign surface area per one (1) linear foot of building wall where the sign is located.)
- Surface area proposed:** \_\_\_\_\_ square feet
- Height:** \_\_\_\_\_ inches (max. three (3) feet)
- Width:** \_\_\_\_\_ feet (max. 90% of the building wall on which the sign is located)
- Depth:** \_\_\_\_\_ inches (max. seven (7) inches)
- Clearance to sidewalk:** \_\_\_\_\_ feet (min. seven (7) feet)
- Number of signs:** \_\_\_\_\_ (One (1) band sign permitted on front building façade. Where a building has public entrances on more than one street, a band sign may be provided on each wall with a public entrance.)
- A band sign shall be attached/mounted flat to the building wall and shall be located above the public entrance to the principal use.



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Complete this section if sign is a BLADE SIGN:



- Surface area:** \_\_\_\_\_ square feet (max. eight (8) square feet)
- Height:** \_\_\_\_\_ feet (max. 18 feet above the sidewalk or ground surface)
- Projection:** \_\_\_\_\_ inches (max. five (5) feet from the building wall where the sign is attached or to the back of curb or edge of pavement, whichever is the lesser distance)
- Clearance:** \_\_\_\_\_ feet (min. seven (7) feet)
- Number of signs:** \_\_\_\_\_ (one (1) per public entrance)
- Sign material:**  sandblasted or painted wood  
 metal  
 aluminum composite material (ACM)
- Sign material support structure, frame and decorative details shall be constructed using flat iron works, ornate scroll, turned ironwork, and decorative designs. Structure/support design, assembly of frame and structure shall be tack welded only, rivets are prohibited.
- A blade sign shall not count towards the allowable aggregate signage computation.

# APPLICATION FOR ATTACHED SIGN PERMIT

Complete this section if sign is a BUILDING NAME OR MARKER:

- Sign surface area: \_\_\_\_\_ square feet (max. depends on aggregate sign surface area)

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## Complete this section if sign is a HERITAGE SIGN:

Heritage sign applications shall be submitted to the Planning Director, or his/her designee, who shall review the request, then submit it to the Town Board of Commissioners for review consideration as a designated heritage sign. A proposed heritage sign shall be authenticated by photographic evidence and other information. The heritage sign must be an authentic replication of the original, as demonstrated by submitted historical materials.

- Zoning district:**  DC-1  DC-2  TCR
- Sign surface area:** \_\_\_\_\_ square feet (heritage signs shall replicate an attached sign that existed prior to 1980 and the building, where the proposed heritage sign is to be located, also existed prior to 1980.)
- Height:** \_\_\_\_\_ feet
- Vertical height of sign above roof:** \_\_\_\_\_ inches (a heritage sign that extends above the roof line and attached to the building wall shall not extend more than one-quarter (1/4) the vertical dimension of the sign above the roof line. If a parapet wall exists where the sign is to be mounted on the building wall, the top of the parapet wall may be used as a beginning point to measure the one-quarter (1/4) vertical dimension.
- Projection from the building wall:** \_\_\_\_\_ inches (a heritage sign that was original mounted perpendicular to the building wall may be replicated perpendicular to the building wall; however, the extension shall not exceed 30 inches from the building wall)
- A heritage sign that existed attached on a building roof is prohibited from relocating on a roof.
- Backlighting for an attached heritage sign is permitted, only if the original sign was also backlit.

# APPLICATION FOR ATTACHED SIGN PERMIT

Complete this section if sign is a MARQUEE SIGN:



- Zoning district:  DC-1  DC-2  UMU  NMU  RMU
- Height of building first story: \_\_\_\_\_ feet
- Sign height: \_\_\_\_\_ feet (height of the marquee sign is based on a maximum of 50% the first story building height)
- Entrance width: \_\_\_\_\_ feet (max. width of a marquee sign over the entrance is based on the width of the entrance plus an additional two (2) feet extension on each side of the entrance)
- Sign width: \_\_\_\_\_ feet
- Sign projection: \_\_\_\_\_ feet (min. of four (4) feet; max. of 10 feet)
- Distance from back of curb: \_\_\_\_\_ feet
- Sign clearance: \_\_\_\_\_ feet (min. 10 feet)
- Number of signs: \_\_\_\_\_ (max. one (1) per building)

# APPLICATION FOR ATTACHED SIGN PERMIT

Complete this section if sign is a **SUSPENDED SIGN**:



- Surface area:** \_\_\_\_\_ square feet (max. six (6) square feet)
- Clearance:** \_\_\_\_\_ feet (min. clearance seven (7) feet)
- Number of signs:** \_\_\_\_\_ (max. one (1) per building)
- A suspended sign shall not be illuminated.
- A suspended sign does not count toward the allowable aggregate signage.
- A suspended sign must be located at the main entrance.