

Permanent Sign Permit Application

Town of Boone Planning & Inspections Department
680 W. King Street, Suite C ♦ Boone, North Carolina 28607

Phone (828) 268-6960 ♦ Fax (828) 268-6961 ♦ Email: planning@townofboone.net ♦ www.townofboone.net



Pursuant to Town Code Section 155.03 a building permit application shall be considered abandoned and voided and the permit fee will not be refunded if either (A) 180 days has passed since the date the applicant was notified that the permit was ready for pickup and the permit has not been picked up or (B) 180 days has passed since the permit application was submitted and the applicant has not responded to the building inspector's requests for modifications or additional information so as to allow final processing and issuance of the permit. **Note: this form is not a permit. No work may commence until the actual permit has been issued. Working without permits may result in additional fees being assessed.**

A. Required to be Submitted at Time of Application (check all that apply)

Failure to provide the info required on this application may delay the review and subsequent issuance of the requested permit.

- Digital copies of all paper submittal documents (may be emailed to planning@townofboone.net)
- 2 Copies of plans and details (required: scaled drawing of sign, site plan showing location of sign; building elevation showing location of any attached sign)
- All applicable Contractor, Exempt Contractor, or Self-Contractor Regulation Sheets.
- Lien Agent. NC law requires appointment of a lien agent. Lien Agent appointments are not required for improvements under \$30,000 or to the owner's existing residence, or for public building projects. Visit www.liensnc.com for more information.
- Property Owner Authorization. If you are not the property owner, you will need to provide documentation of property owner authorization to apply for this permit. You may have the property owner sign this application ([Section K](#)) or the property owner can provide a written and signed authorization that clearly states they are authorizing the applicant to submit this application.
- Permit Fee (See Planning & Inspections Fee Schedule). Each sign requires a separate permit. An additional charge will be assessed for those permits which require an encroachment agreement.

Each application is allowed two (2) reviews. The 1st review of the submitted information and a 2nd review if revisions or supplemental information is required based upon the 1st review. Each subsequent review after the 2nd review will be charged at 50% of the original fees charged for the application. These fees shall be paid at the time of resubmittal.

B. Property Information (Project Location)

Street Address: _____

Watauga County Parcel Identification Number: _____

C. Property Owner Information

Name: _____

Complete Mailing Address (Street, City, Zip): _____

Phone Number: _____

Email Address: _____

D. Applicant Information

Name: _____

Company: _____

Complete Mailing Address (Street, City, Zip): _____

Phone Number: _____

Email Address: _____

Preferred Method of Contact for Written/Response Documents (select one): Mail or Email

E. Project Cost

Project Cost: \$ _____

F. Detailed Description of Project

G. Sign Type (Choose One)

- Attached/Wall (flush-mount) Awning/Canopy
Projecting (perpendicular to mounted surface) Freestanding (pole or monument)

H. Sign Related Information (in feet & inches)

Sign Height: _____ Sign Width: _____ Total Square Footage: _____
Sign Copy Area: _____ Linear Building Frontage: _____
Height of Sign above ground: _____ Does the sign contain changeable copy? Yes No

I. Electrical Information

Is the sign lighted? Yes No
Lighting Type: HPS Incandescent Florescent LED Mercury Vapor Neon Other: _____
Total Light Output: _____ Number & size of supply circuits: _____

J. Construction Information

Anchor type (attached, projecting, awning/canopy): _____
Foundation Type (freestanding): Anchor Bolt Augured Hole Direct Embedded

K. Applicant Signature and Property Owner Authorization

I hereby certify that I am authorized to submit this application; that all information is correct and complete; and all work will comply with the State Building Code and all other applicable State and local laws, ordinances, and regulations. I will ensure that the Planning and Inspections Department is notified of any changes in the approved plans and specifications for the project permitted herein.

Applicant (Print) Applicant (Signature) Date

Property Owner (Print) Property Owner (Signature) Date

Official Use Only				
Permit Name:				
Permit Number:				
Date:	Fee:	Receipt Number:	Method of Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Check Number:_____	Paid By: