



Sign Permit Process Quick Facts

As of June 1, 2016 sign permit applications are to be submitted to the City-County Planning Department. Applications submitted prior to May 1, 2016 will still be managed by the City-County Inspections Department.

Please be aware of the following process changes associated with this transition of sign permit responsibilities:

1. The application form and checklist can be found on the web at:
<http://durhamnc.gov/340/Applications-Application-Materials> (Item #4)
2. Complete applications will only be accepted by mail or by in person drop off. Please refer to the application checklist for information required for you application to be considered complete. (Please be aware that the permit fee must be paid in order for the application to be accepted for review.)
3. Fees are listed in the application checklist and are subject to change at the beginning of the new fiscal year (July 1, 2016).
4. The review turnaround for sign permits associated with permanent signs will remain 5 to 8 business days, and the review turnaround for temporary signs will be 2 to 5 business days.
5. General questions regarding sign permits or the sign permit process can be directed to the Planning Department Customer Service Center at 919-569-4137, or planning@durhamnc.gov .