



Durham City-County Planning Department

SIGN PERMIT INSTRUCTIONS



Case Number (STAFF ONLY): _____

Instructions

1. Review instruction cover page
2. Complete Sign Permit Checklist
3. Complete Sign Permit Application

Submitting a complete application will greatly reduce the time it takes to receive your permit.

Property owner signature required on Application (Section IV). No exceptions made.

Format: Staple all required documents to the application (max. folded sheet size is 11" x 17")

Submit to: Durham City-County Planning Department, 101 City Hall Plaza, Durham, NC 27701

Incomplete Submittal: If a submittal is deemed incomplete for processing the applicant will be notified at the time the application is brought in for processing, and the submittal will be returned to the applicant along with a list of missing items.

Purpose

Use this application for new signs requiring a permit. A sign permit must be issued prior to installation (*UDO 3.10 and 11.6*). (Visit: durham.municipal.codes; sign definition UDO 17.3)

Permanent Signs: Signs permanently mounted, permanently constructed on the ground with a footing or foundation, or permanently affixed to the ground by supports.

Temporary Signs: Signs intended for temporary use and not permanently mounted; the sign shall relate to a special event or temporary situation, not a routine business activity.

Fee Schedule

Permanent Sign	\$78/sign (includes 4% technology surcharge)
Temporary Sign	\$52/sign (includes 4% technology surcharge)
Installation w/o permit	Double Fee

Pursuant to UDO 3.10, no sign may be erected, moved, enlarged, or altered except in accordance with the UDO and pursuant to the issuance of a sign permit; and an approved Common Signage Plan, per UDO 3.11 is required prior to the issuance of any sign permit for one or more buildings or businesses within a unified development complex as demonstrated through a development plan or approved site plan(s).



Durham City-County Planning Department

SIGN PERMIT CHECKLIST



I. Submission Requirements:

- Sign Permit Application
- Check for review fee
- General Information Addendum
- Additional Materials (see below)

II. General Information Addendum (*required for all applications*):

- Location** (*sign location on building or property*)
- Materials and Illumination** (*type of sign, sign & construction materials, proposed lighting*)
- Size** (*scale drawing w/ height, width, sign area, # of faces*)
- Letter Style** (*show and label letter style and height*)
- Color** (*show and label color to be used on sign*)
- Logo** (*logo dimension, colors, and material, if applicable*)

III. For Signs on Buildings:

- Building Elevations** (*drawn to scale w/location of proposed wall, awning, canopy, marquee, projecting, roof, or suspended sign identified; not to exceed 15% of the wall area*)
- Linear Feet** (*of wall to which sign is attached*)

IV. For Freestanding Signs:

- Site Drawings to include:**
 - Property boundary showing context of area (w/north arrow & graphic scale)
 - Site size & length of site frontage
 - Landscaping (*UDO 11.6.2.A.7*)
 - Streets (w/street name labeled)
 - Building footprint(s)
 - Signage setbacks (*UDO 11.6.2.A.5*)
 - Site distance triangle(s) (*UDO 11.6.2.A.4 and 12.3.1.D*)
 - Proposed freestanding signage location(s)
 - Sign support details (w/dimensional information)

V. For Temporary Signs:

- Dates of Event** (*include w/General Information Addendum*)
- Sales / Rental / Leasing Information** (*must meet UDO 11.4.2 as applicable*)



Durham City-County Planning Department

SIGN PERMIT APPLICATION



I. Project Summary

Application Type: <input type="checkbox"/> Permanent Sign <input type="checkbox"/> Temporary Sign	Case Number (STAFF ONLY):
Sign Type(s): <input type="checkbox"/> Awning Sign <input type="checkbox"/> Canopy Sign <input type="checkbox"/> Freestanding Sign <input type="checkbox"/> Marquee Sign <input type="checkbox"/> Projecting Sign <input type="checkbox"/> Roof Sign <input type="checkbox"/> Suspended Sign <input type="checkbox"/> Wall Sign	
Project Description:	
Number of Signs That Require a Permit: <i>Illumination requires an Electrical Permit; contact Durham City-County Inspections Department for more information.</i>	

II. Property Information

Business/Project Name:	
Site Address:	
Common Signage/Way-Finding Case #:	PID(s):

III. Property Owner

Name:	Organization:
Address:	City, State, Zip:
E-mail:	Phone:

III. Applicant / Primary Contact

Name:	Organization:
Address:	City, State, Zip:
E-mail:	Phone:

IV. Certification (both signatures required to be written on this sheet)

I certify the above information is correct to the best of my knowledge and installation will conform to the applicable ordinances. I acknowledge that any violation of sign regulations, including the installation of the sign prior to sign permit approval, will result in civil penalties of up to \$500 pursuant to Unified Development Ordinance Section 15.4

Owner Name:	Signature:	Date: ___/___/___
Applicant Name:	Signature:	Date: ___/___/___

V. Tracking (Staff Only)

Date rec'd: ___/___/___	Rec'd by:	Case Planner:	Total Fee:
-------------------------	-----------	---------------	------------