



COMPLETE ALL APPLICABLE SECTIONS OF THIS APPLICATION.

Building & Development Services
405 Martin Luther King Jr Blvd Chapel Hill, NC
Building/ Zoning 919-968-2718 or 919-969-5066
Email: permits@townofchapelhill.org or zoning@townofchapelhill.org

Town of Chapel Hill Sign Permit Application

Zoning Approval: _____

Building Approval: _____

Permit Number:

A. Property Information			
Property Address:			
Parcel Identification Number (PIN):			
Property Owner's Name:			
Property Owner's Phone #:		Property Owner's Email:	
Zoning District:		Part of Unified Sign Plan: Yes No	

B. Type of and Number of Proposed Signs		
# of Wall:	# of Ground/monument:	# of Canopy/projecting:
# of Other:		
Total Cost of Signs:		
Monument or ground signs and signs on retaining walls may have additional document requirements and fees in accordance with the fee schedule.		

C. Applicant/Contractor Information			
NC License #:	General/Sign Contractor*:		
	Property Address:		
	Phone #:	Email:	
NC License #:	Electrical Contractor**:		
	Property Address:		
	Phone #:	Email:	
*General Contractor's license required for projects with a cost of construction of \$30,000 or more.			
**Electrical Contractor required for illuminated signs or signs with an electrical component.			

The applicant certifies that he/she is authorized to submit this application; that all required documents are included and the information is correct; and the work shall comply with the State Building Codes and all other applicable State and local laws. The applicant understands that knowingly providing false information on this application is subject to civil and criminal prosecution resulting in revocation of the permit. By signing my name below or providing an authenticated electronic or digital signature (such as is provided through services like DocuSign or Dotloop), I attest that the information provided is true and valid to the best of my knowledge.

Applicant's Signature: _____ **Date:** _____

Print Name: _____

The undersigned property owner hereby authorizes this application for a sign permit.

Property Owner's Signature: _____ **Date:** _____

Print Name: _____

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Type of Sign	Zoning District				
	TC-1, TC-2, TC-3	CC, NC OI-1, OI-2, OI-3, OI-4, MU-V, Ind, WR, WX	RT, R-, MH, PD-H	PD-SC, PD-OI, PD-MU, PD-I	MU OI-1, MU R-1
Ground sign – maximum area per display surface	8 square feet	15 square feet	16 square feet	15 square feet	15 square feet
Wall sign – maximum percent of façade coverage	5%	5%	16 square feet	40 square feet	5%

See Section 5.14 of the Land Use Management Ordinance (LUMO) for sign regulations and allowances.

D. Zoning Submittal Requirements	
	1. Application Fee
	2. Site Plan of entire zoning lot (no larger than 8.5 x 11)
	3. Dimensional information (height, width, depth) and sign plan fact sheet
	4. Digital files – provide digital files of all images, plans and documents
	5. Registered logo and proof of logo registration, if applicable
	6. If sign is part of a Unified Sign Plan, please provide Unified Sign Plan materials and landlord approval
Site Plan	
	7. Location of all existing signs, including ground, wall or projecting signs.
	8. Site plan including sign location, property boundaries, setbacks, streams, RCD boundaries, floodplain, sight distance triangles, and easements.
Type of Sign	
Wall Sign or Awning	
The size of a wall sign is determined by percentage of building façade area – width x height. A maximum of 15% of window area may be used for signage.	
	1. Image and sign placement (in digital form)
	2. Overall sign dimensions (height, width, depth)
	3. Materials and colors
	a) Copy
	b) Background
	c) Returns/Raceways
	d) Trim
	4. Type of illumination, if any
	5. Text size
	6. Text
Ground Sign	
Ground signs are limited to one per street frontage. Lot must have a minimum of 100 feet of road frontage. Sign must be located outside of the public right-of-way, sight distance triangles, some easements, and the Resource Conservation District. The base must be continuous with the ground (monument – like). The sign must maintain minimum setbacks outlined in Section 5.14 of the LUMO.	
	1. Sign image with dimensions (height, width, depth)
	2. Base material and dimensions (height, width, depth)
Projecting Sign	
One projecting sign is allowed per business as long as the proposed sign is at least 25 ft. from any other projecting sign or shingle sign. The base of the sign must be at least 10 feet above grade and project no more than 2 feet from the building.	
	1. Means of support and materials

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E. Building Submittal Requirements Submittal Requirements for Building Review

Applicability per Appendix H of the 2018 NC State Building Code

The following signs are exempt from the requirements to obtain a permit before erection.

1. Non-illuminated wall signs.
2. Temporary signs.
3. Signs erected by transportation authorities.
4. Projecting signs not exceeding 6 square feet (0.56m²).
5. The changing of moveable parts of an approved sign that is designed for changes, or the repainting or reposition of display matter shall not be deemed an alteration.
6. Ground signs less than 6 feet (1829mm) in height above finished grade.

All signs on a building

1. Provide design details for rain/snow loading. **2018 NC Building Code, sections 1607, 1608, 1611 & 3105.3.**
2. Provide design details for wind loading. **2018 NC Building Code, sections 1609, 3105.3 and H105.3.**
3. Anchoring details (drawing) that confirm the type and size of bolts, materials including stresses and loading along with the number and placement of the bolts for the sign to ensure they create a safe environment for the public. **2018 NC Building Code, Appendix H105.2 & H105.6.**

Ground/monument Signs

1. Concrete footings – need to provide length, width, and depth dimensions, rebar placement and a site plan showing the location to the road.

Canopy/Awning Signs

1. Cut sheet needed to confirm awning material is made of non-combustible or flame retardant fabric, including the standard met for fire propagation. **2018 NC Building Code, sections 1607.12.4 & 3105.4.**
2. Anchoring details (drawing) that confirm the type and size of bolts, materials including stresses and loading along with the number and placement of the bolts for the awning to ensure they create a safe environment for the public. **2018 NC Building Code, Appendix H105.2 & H105.6.**

Payment of permit fee due prior to installation of sign(s).

INSPECTION REMINDERS

Final zoning inspections are required for all signs. Inspections can be scheduled by calling 919-969-5040.

For signs that require an installation permit, building and electrical (for any illuminated signs or signs with electrical components) inspections must be approved. Inspections may be requested by calling 919-968-2718 or 919-969-5060.

OFFICE USE ONLY: PERMIT FEE TOTALS

Zoning:	Sign:	Building:	Electrical:	Recycling:
Paid:				
Total Due at Issuance:				

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Sign Plan Fact Sheet

Type of Sign	Ground	Wall/Awning	Projecting/Window	Other
Building dimensions (height x length)				
Building façade area (square feet)				
Permitted sign area (5% or as allowed in USP)				
Dimensions of sign (height x length)				
Proposed Sign Area (square feet)				
Height of sign above ground/sidewalk				
Type of illumination				
Sign materials				
Letter style (font) if part of USP				
Letter size (inches)				
Background color				
Copy color				