

HICKORY/CATAWBA COUNTY APPLICATION FOR SIGN PERMIT

(This application becomes a permit upon approval by the Zoning Administrator & Building Official.)

All businesses operating in the City of Hickory must have a privilege license.

In order to expedite the review process needed for zoning approval, please review the following list and include all marked items with your application. An Application for Sign Permit cannot be approved until the following information has been provided to the Zoning Administrator.

Site Plan to Scale Showing:

- | | |
|--|---|
| <input type="checkbox"/> Right-Of-Way & Property Line location | <input type="checkbox"/> Utility Easements |
| <input type="checkbox"/> Size/Locations of Existing Signs on Lot/Bldgs | <input type="checkbox"/> New Sign location, Size & Height |
| <input type="checkbox"/> Driveway Location | <input type="checkbox"/> Sign Design Sketch |
| <input type="checkbox"/> Location & Size of Bldgs & Bldg Walls | |

NOTE IF WITHIN CITY OF HICKORY ETJ: All Freestanding Signs must be **At Least 5 Feet** from property and/or right of way line to any part of the sign and may not be placed within site triangle of any intersecting drives or streets.

Please fill out the application completely to ensure timely review.

Sign Location: _____

Parcel Identification Number: _____

YOU WILL BE ASKED TO GIVE DRIVING DIRECTIONS AT THE TIME OF ISSUING THE PERMIT

Sign Owner _____ Sign Owner's Phone No. _____ Fax No. _____

Sign Owner's Address _____

Contractor _____ Contractor's Phone No. _____ Fax No. _____

Contractor's Address _____

Electrical Contractor: _____ Elect. Contr. Phone No. _____ Fax No. _____

Electrical Contractor's Address _____

<u>Hickory</u> Sign Type: On Premise signs <input type="checkbox"/> Wall <input type="checkbox"/> Ground <input type="checkbox"/> Roof Off Premise signs <input type="checkbox"/> Wall <input type="checkbox"/> Ground <input type="checkbox"/> Roof
<u>County</u> Sign Type: <input type="checkbox"/> Multi Tenant <input type="checkbox"/> Off-Premise Billboard <input type="checkbox"/> Development Name Marker <input type="checkbox"/> Limited Access Use <input type="checkbox"/> On Premise Wall <input type="checkbox"/> On Premise (Free Standing) <input type="checkbox"/> Temporary <input type="checkbox"/> Home Occupation/Cottage Business <input type="checkbox"/> Off-Premise Directional Sign <input type="checkbox"/> Canopy (Fuel Pump Island)

Size of Sign: Width _____ (X) Length _____ (=) _____ Total Sq. Ft.

Projection from building wall: _____ Ft. _____ in. Height above sidewalk or grade: _____ Ft. _____ in.

For wall mounted sign, provide total sq. ft. of the wall: Width _____ (X) Length _____ (=) _____ Total Sq. Ft.

Canopy: _____ (Total Sq. Ft. of canopy area that can be used for signage) Ground Area Landscaping Sq. Ft. _____

Illuminated? Yes (_____ amps) No Other signs not attached to building? Yes No

Electronic Message Board: Yes No (Type of Message board: LED: Yes No / Trivision: Yes No)

Support Material: _____

Sign Cost \$ _____ Does BUILDING have field installed NEON skeleton tubing? Yes No

Signature of Applicant _____ Date _____

****Only signs that have a permit are allowed on your property. No other signs are allowed.**

****Non-permitted signs may be subject to removal/disposal without prior notice.**

**** For clarifications or to request a final zoning inspection (if required) contact Appropriate Planning/Zoning Jurisdiction **
City of Hickory Planning and Zoning Department – (828) 323-7410 Catawba County Planning and Zoning Department – (828) 465-8380**

FOR ZONING ADMINISTRATOR'S USE ONLY

Zoning Designation _____ Setbacks _____ / _____ / _____ / _____ Airport Protection Zone yes no
Front Side Rear Side Street

Sign Application **Approved** _____ Date _____

Conditions of Approval _____

Sign Application **Disapproved** _____ Date _____

Reason for Disapproval _____

SIGN PERMIT REQUIREMENTS

For the sake of uniform treatment of all Sign Contractors, please be aware that the City of Hickory and Catawba County requires the following for all new Signs:

1. A permit application needs to be completed, listing the Electrical Contractor (for any illuminated signs, whether internally or externally illuminated), the square footage, and the cost (all blank spaces must be filled in).
2. A licensed electrician is required for all illuminated signs, and they must submit a signed sub-contractor form for the work on the sign (even if they are hired by the General Contractor for new construction).
3. All signs must meet Appendix H of the North Carolina Building Code to include all design requirements for working stresses from chapter 16 and attachment drawings.
4. All sign applications must include sign details.
 - Wall sign drawings must show the **building** wall width and height where the sign is to be located, existing signage with dimensions, location and dimensional size of new sign to determine allowable signage.
 - Sign material, manufacturers spec sheet showing meets 90 mph wind zone minimum if sign is prefab, type of wall construction, anchor details to include type of anchor and spacing. The anchors for masonry walls must be at least 3/8" inch embedded a minimum of 5" inches.
 - Ground signs that exceed 12' feet above finished grade require an engineer seal. Ground signs not exceeding 12' feet above finished grade must show dimensional size of new sign to determine allowable signage, sign and support material, manufacturers spec sheet showing sign meets 90 mph wind zone minimum if sign is prefab, attachment schedule of sign to support, and footing detail.
 - A notarized letter of permission from owner of land where an off-premise directional sign is to be placed must be provided.

All Signs Require Inspections:

1. All signs require a final sign inspection.
2. Pole/Ground signs additionally require footing and setback inspections before concrete is poured.
3. All illuminated signs (whether internally or externally illuminated) require a final electric inspection.
4. Contractor must provide lift equipment necessary for the Code Official to complete the inspection.

****Only the signs that have a permit are allowed on your property. No other signs are allowed.**

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Jurisdictional Contact Information:

City of Hickory Planning and Zoning Department – (828) 323-7410

Catawba County Planning and Zoning Department – (828) 465-8380