

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:

- Right-Of-Way & Property Line location
Size/Locations of Existing Signs on Lot/Bldgs
Driveway Location
Location & Size of Bldgs & Bldg Walls
Utility Easements
New Sign location, Size & Height
Sign Design Sketch

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

Hickory Sign Type: On Premise signs Wall Ground Roof
Off Premise signs Wall Ground Roof
County Sign Type: Multi Tenant Off-Premise Billboard Development Name Marker Limited Access Use
On Premise Wall On Premise (Free Standing) Temporary Home Occupation/Cottage Business
Off-Premise Directional Sign 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

**** Catawba County and the City of Hickory require that ALL Signs be INSPECTED. Footings, Underground Elec., Final Elec., and Final Sign Inspections.

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.**

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

Jurisdictional Contact Information:

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