

**HICKORY/CATAWBA COUNTY  
APPLICATION FOR SIGN PERMIT**

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

**\*\*\*PROVIDE THREE (2) SETS OF PLANS PER SIGN FOR REVIEW\*\*\*  
**\*\*\*SEE REVERSE FOR ADDITIONAL REQUIREMENTS\*\*\*****

**PLEASE FILL OUT THE APPLICATION COMPLETELY TO ENSURE A TIMELY REVIEW.**  
**COMPLETE ONE APPLICATION PER SIGN.**

Sign Location: \_\_\_\_\_ Parcel Identification Number: \_\_\_\_\_

Name on Sign \_\_\_\_\_

Business Owner \_\_\_\_\_ Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Address \_\_\_\_\_ **EMAIL** \_\_\_\_\_

Contractor \_\_\_\_\_ Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Address \_\_\_\_\_ **EMAIL** \_\_\_\_\_

Size of Sign: Height \_\_\_\_\_ft (X) Length \_\_\_\_\_ft (=) \_\_\_\_\_ Total Sq. Ft. (designate in feet)  
Projection from building wall: \_\_\_\_\_ Ft. \_\_\_\_\_ in. Height above sidewalk or grade: \_\_\_\_\_ Ft. \_\_\_\_\_ in.  
For wall mounted sign, provide total sq. ft. of the wall: Height \_\_\_\_\_ (X) Length \_\_\_\_\_ (=) \_\_\_\_\_ Total Sq. Ft.  
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)

**\*\*\*Electrician will need to obtain his own permit\*\*\***

Sign material and how attached to building \_\_\_\_\_

What is the material of the building? (wall sign) \_\_\_\_\_

**Sign Cost \$** \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Person Responsible for Payment: \_\_\_\_\_ Phone # \_\_\_\_\_

Email Address: \_\_\_\_\_

**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.
2. A licensed electrician is required for all illuminated signs, and they must submit a signed permit application.
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 plans 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 minimum wind zone requirements, 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 minimum wind zone requirements, if sign is prefab, attachment schedule of sign to support, and footing detail.
  - An engineer's signed design or a signed statement from sign contractor that the sign meets all requirements of Appendix H.
  - 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:**

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

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