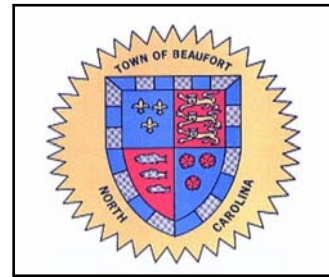


Town of Beaufort  
Planning and Inspections Department  
215 Pollock St.  
Beaufort, North Carolina 28516  
(252) 728-2141 Fax (252) 728-3982



### **Sign Permit Application**

#### *Application Procedures:*

Please submit the following information in addition to a completed and signed application form:

1. Two sets of building plans and specifications showing: a diagram of the sign(s) with dimensions and design, associated structural and electrical plans, and materials and methods of construction.
2. A site plan indicating the location of all existing and proposed free-standing signs. Please indicate the distances of signs from property lines.
3. A drawing, to scale, of new and existing flush mounted or projecting signs with dimensions and where they are to be located on the building.
4. All Town land use permits that are required including any variances, Special Use permits, or a Certificate of Appropriateness (COA) issued by the Beaufort Historic Preservation Commission.
5. All contractors must obtain a privilege license to perform work inside the Town limits.

**Failure to provide all of the above required information will result in the return of the application.**

Please submit the complete application to Town Hall for review.

All applicable fees must be paid at the time the permit is issued.

Construction must begin within 6 months of the permit issue date, unless other restrictions apply, or the permit becomes null and void.

Signs on a corner lot, in any zoning district, shall not be erected, or placed as to materially impair vision between a height of two and one-half (2 ½) and ten (10) feet above the center line grades of the intersecting streets in the area bounded by the street lines of such corner lots and a line joining points along said street lines 50 feet from the point of the intersection.

**Town of Beaufort, North Carolina**  
*Application For Sign Permit*

**Property  
Owner:**

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Mailing Address, City, State, Zip

\_\_\_\_\_  
Work Phone  
\_\_\_\_\_  
Home Phone

**Construction Site Address:** \_\_\_\_\_

**Site Tax Parcel #** \_\_\_\_\_  
(County Emergency Management Office (252) 728-8470)

**Point of Contact for the Job:** \_\_\_\_\_  
Contact's Name Phone Number

**Contractors:**

General: \_\_\_\_\_  
Contractor Name/Company Phone  
\_\_\_\_\_  
Mailing Address, City, State, Zip State License #  
\_\_\_\_\_  
Town Priv. License #

Electrical: \_\_\_\_\_  
Contractor Name/Company Phone  
\_\_\_\_\_  
Mailing Address, City, State, Zip State License #  
\_\_\_\_\_  
Town Priv. License #

1. Construction is: New Sign: \_\_\_\_\_ Repair: \_\_\_\_\_  
Alteration: \_\_\_\_\_

2. Square footage of Proposed Signs  
Flush Mounted or Projecting: \_\_\_\_\_  
Free Standing: \_\_\_\_\_

3. Linear feet of **building frontage** where sign is to be mounted: \_\_\_\_\_

4. Linear feet of **lot frontage**: \_\_\_\_\_

5. Work includes: Building: \_\_\_\_\_ Electrical: \_\_\_\_\_

**PLEASE READ BEFORE SIGNING:**

The applicant hereby certifies that the information as shown on this application and on such plans and specifications as have been submitted are correct and true to his or her knowledge. That the applicant will comply with said information as approved and with the provisions of all ordinances and building codes in the State of North Carolina, County of Carteret, and the Town of Beaufort. Misinformation, lack of information or statements made in error or falsehoods could result in the Building Permit being revoked and subject the application to litigation in the process.

\_\_\_\_\_  
Owner/Agent

\_\_\_\_\_  
Date