



Town of Boiling Springs

PO Box 1014 | Boiling Springs, NC 28017
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www.BoilingSpringsNC.net

SIGN PERMIT APPLICATION

BEFORE STARTING

This Permit only certifies compliance with the Town's Zoning Code. Many signs including those with electrical require a Building Permit from the Cleveland County Inspections Department.

- \$25 fee is required to process Sign Permits
- Signature required on Page 3
- All signs for a single business (not multi-tenant commercial) can be submitted with one application
- Sign Permit Applications generally take five (5) business days to review

GENERAL INFORMATION

PROJECT NAME

Business or Development Name:

Physical Address:

Parcel No:

Property Owner (s):

Owner Mailing Address:

Owner Telephone:

Owner Email:

PROJECT APPLICANT

Permit Applicant Name:

Applicant Mailing Address:

Applicant Telephone:

Applicant Email:

Applicant Relation to Property: Owner

Contractor

Rental Tenant

Legal Rep of owner

SIGN PROJECT TYPE

Wall Mount Projection

Freestanding Pole

Freestanding Monument/ Ground

Awning

Subdivision Entrance

Change of Existing Sign

Multi-Tenant Development

Other:

SIGN INFORMATION

Sign Copy Area (sq ft):

Freestanding Height:

Depth or Projection if Wall Mount

Check all that apply

Owner Mailing Address:

Non-illuminated

Internally Illuminated

Externally Illuminated

Mechanical or Digital Changeable Copy

Digital Display

Staff Assigned # _____

Revised July 6, 2021

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PROJECT SKETCHES & DRAWINGS

The following materials must be submitted in order to process a sign permit application. Generally, the contractor designing and installing the sign will provide these materials. Detailed sketches are also accepted. Please clearly circle all items you provide.

FOR ALL SIGN PROJECTS

Color copy of the sign showing dimensions

FOR WALL MOUNT, PROJECTION, & AWNING PROJECTS

Elevation drawings with dimensions of sign and building showing location of sign on building
Calculation of signage area as percentage. Total Building frontage divided by total sign area in sq ft.
Provide detail for the attachment of sign to building and showing the depth of projection from building.
At the point of projection show height from walkways or ambient ground.

FOR FREESTANDING, POLE, MONUMENT < GROUND PROJECTS

Site drawing showing location and distance from property lines, ROW's etc.
Footing and foundation details showing width and depth of footings

FOR CHANGEABLE, POLE, LED, DIGITAL PROJECTS

Elevation drawings with dimensions of changeable copy
Detail showing LED or digital displays are low intensity or are equipped with dimming feature for night time.

ADDITIONAL MATERIALS PROVIDED:

ZONING ADMINISTRATOR DETERMINATIONS

This application has been reviewed for compliance with all applicable sections of the Town Code. The issuance of this permit is based on the proposals indicated on this application and is contingent upon compliance with all conditions, comments, and restrictions provided. The omission of any element of the proposed project does not exclude that element from complying with Town Code. Zoning Permits are Valid for 180 days unless a Zoning Permit with vested rights is sought after in accordance with the Town Code. Review has determined the following.

GENERAL DETERMINATIONS		
City or ETJ	Zoning	Max Height Allowed:
Required Setback from ROW:		Max Copy area Allowed:
		Other:

Approved

Approved w/conditions

Denied

Conditions/Comments/Restrictions:

Zoning Administrator Approval: _____ Date: _____

APPLICANT STATEMENT & AGREEMENT

I hereby certify the information on this application is true and correct. I will adhere to the conditions, comments, and restrictions, provided as a result of this application’s review. I understand this permit only certifies the proposed project complies with Zoning Codes and is not a building permit or other certification required for construction.

Applicant Signature: _____ Date: _____

Print Name: _____