

Sign Permit Application

Review Process

Contact Information

Currituck County Planning and Inspections Department Permits and Inspections Division

Mainland Office

153 Courthouse Road, Suite G101 Mainland Phone: 252-232-3378

Corolla Phone:

252-453-8555

Currituck, NC 27929

Corolla Office 1123 Ocean Trail PO Box 73

Corolla, NC 27927

Email: CCBP@currituckcountync.gov

http://www.currituckcountync.gov/permits-inspections/

Step 1 Application Submittal

Website:

The applicant must submit a complete application packet. A complete application packet consists of the following:

- Completed Currituck County Sign Permit Application
- Permit Fee(s) at permit issuance
- Construction Plans
- Contractor of Record Form
- Site Plan
- Lighting Plan, including specifications, if required
- Submittal Checklist

Step 2 Permit Review

County staff will review the application for completeness and code compliance. Once all requirements are met the permit will be issued. Approved permits must be signed by the owner or applicant.

Step 3 Posting of Permit and Plans

Sign permits must be posted at the construction site and clearly visible from the road. One set of approved construction plans must be on the jobsite for all inspections.

Step 4 Inspections

Inspections must be scheduled by 3:00 pm one business day before the requested inspection. Inspections are performed between 8:00 am and 5:00 pm, Monday through Friday.



Sign Permit Application

Application Form

Contact Information						
APPLICANT: _	PROPERTY OWNER:					
Telephone:			Telephone:			
Mobile: _			Mobile:			
E-Mail Address: _			E-Mail Address:			
Project Information						
•	ress: n Number(s):					
□ On-Premise W	all Sign(s)					
Location	Sign Dimensions	Square Footage	Mounting Height	Est. Cost	Lighted? (Y/N)	
□ Freestanding Sign(s)						
Location	Sign Dimensions	Square Footage	Sign Height	Est. Cost	Lighted? (Y/N)	
The permit is null and void if work or construction authorized under this permit is not commenced within 6 months or if after commencement of work no required inspection is requested and approved within any 12-month period thereafter or for substantial deviations from plans. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of the permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulation construction or the performance of construction.						
Printed Full Name o	of Applicant	Signature o	of Applicant		Date	

c : c	N	NC!: #
Sign Contractor	Name	
	Address	
	City/St	
Electrical Contractor	Name	NC License #
	Address	Phone
	City/St	Contact Name
for at least one year for compensation insurance	rty, I intend to retain the finished projection of constructions, if necessary. I will contract with a N	n. I understand that it is my responsibility to obtain workers'
As owner of the proper for at least one year for compensation insurance	rty, I intend to retain the finished projection of constructions, if necessary. I will contract with a N	

Contractor of Record

Owner Exemption Affidavit

STATE OF NORTH CAROLINA COUNTY OF CURRITUCK

OWNER EXEMPTION AFFIDAVIT PURSUANT TO GS 87-14(a)(1)

Property Address:	PIN:
Type of Construction: □ Residential □ Comme	ercial 🗆 Industrial 🗆 Other
Intended Use after completion:	
l,(Print Full Name)	, (
	p)(2) by initialing the relevant provisions in paragraph 1 and ng:
1. I certify that I am the owner of the property saltered and for which an application for a buil	set forth above on which this building is to be constructed or ding permit is hereby made; OR
corporation):	t on behalf of the firm or corporation (name of firm or who owns building is to be constructed or altered and for which an de.
	aspects of the construction or alteration of the building and not duly licensed under the terms of Article 1 of Chapter 87
by the North Carolina State Building Code, unl	n and I will be personally present for all inspections required ess the plans for the construction or alteration of the building ed pursuant to Chapter 83A of the General Statutes of North
	pursuant to G.S. 87-1(b)(2), I am required by law to occupy ed for twelve months after completion, during which time it
General Contractors for verification that I am for the building construction or alteration speci Licensing Board for General Contractors deta	ill be transmitted to the North Carolina Licensing Board for validly entitled to claim an exemption under G.S.87-1(b)(2) ified herein. I further understand that, if the North Carolina ermines that I am not entitled to claim this exemption, the ction or alteration specified herein shall be revoked pursuant
Signature of Affiant	 Date
Sworn to (or affirmed) and subscribed before me this the day of, 20	
Signature of Notary Public	_
Printed Name of Notary Public	_
My commission expires:	(Notary Stamp or Seal)
Note: This affidavit is used for construction projects that perjury in any affidavit taken pursuant to law – G.S. 14-209	exceed \$30,000. It is a Class F felony to willfully commit 9.
Building Permit Application Number:	

Contractor Affidavit

STATE OF NORTH CAROLINA

COUNTY OF CURRITUCK

Please submit the signed affidavit with the permit application or prior to the first inspection of the permitted work.

□ General	□ Electrical	□ Mechanical	□ Plumbing	□ Gas
Contractor Inform	nation_			
License Ho Name of Business A Phone:	Business:			
License Informati	<u>on</u>			
	e Number: assification:			
Project Information	<u>on</u>			
	ddress: Permit Number: rade Work: \$			
or am no longer a	iffiliated with this project, e working days. I unders	esponsibility and ability as I will notify the Currituck (tand that it is my responsik	County Central Permittir	ng Division in
Signature of Licen	se Holder		 Date	

CONTRACTOR AFFIDAVIT

Submittal Checklist

Submittal Checklist

Sigr	Permit Submittal Checklist – Documents provided on USB flash drive or CD if not submitted online.			
	Applications/Forms/Permits			
1	Sign Permit Application Form			
2	Contractor of Record Form			
3	Contractor and/or owner affidavit(s)			
4	Appointment of Lien Agent, if required (www.liensnc.com)			
	Plans			
5	Complete set of detailed plans			
	Name, address, and signature of plan designer			
	Construction Drawings			
	Sign elevations and dimensions			
	For lighted signs provide manufacturer's specifications, must be Full Cut-Off per UDO			
	Section 5.6.4			
6	Site plan drawn to scale consisting of the following applicable items:			
	Lot/parcel dimensions			
	Location of existing physical features (rights-of-ways, vehicular use areas, navigable			
	waterways)			
	Location and dimensions of the proposed sign and existing structures			
	Setback measurements to all property lines			
	Fees			
7	Permit fees to be paid at permit issuance			