



# Sign Permit Application Review Process

## Contact Information

Currituck County  
Planning and Community Development  
Central Permitting Division

*Mainland Office*  
153 Courthouse Road, Suite G107  
Currituck, NC 27929

Mainland Phone: 252.232.3378  
Mainland Fax: 252.232.3470

*Corolla Office*  
1123 Ocean Trail  
PO Box 73  
Corolla, NC 27927

Corolla Phone: 252.453.8555  
Corolla Fax: 252.453.8300

Website: <http://www.co.currituck.nc.us/planning-community-development.cfm>

## Step 1 Application Submittal

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 4:00 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

Physical Street Address: \_\_\_\_\_  
 Parcel Identification Number(s): \_\_\_\_\_

#### On-Premise Wall 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 of Applicant

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

\_\_\_\_\_  
Date

# Contractor of Record

Sign Contractor

Name \_\_\_\_\_

NC License # \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

City/St \_\_\_\_\_

Contact Name \_\_\_\_\_

Electrical Contractor

Name \_\_\_\_\_

NC License # \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

City/St \_\_\_\_\_

Contact Name \_\_\_\_\_

## OWNER CONTRACTOR

As owner of the property, I intend to retain the finished project exclusively for my own use and will occupy the property for at least one year following the completion of construction. I understand that it is my responsibility to obtain workers' compensation insurance, if necessary. I will contract with a North Carolina licensed electrical, plumbing, mechanical, and gas contractor for this project unless otherwise noted. As owner of the property, I will complete the following:

- Building       Electrical

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

# 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     Commercial     Industrial     Other \_\_\_\_\_

Intended Use after completion: \_\_\_\_\_

I, \_\_\_\_\_, ( \_\_\_\_\_ )  
(Print Full Name) (Phone Number)

hereby claim an exemption from licensure under G.S. 87-1(b)(2) by initialing the relevant provisions in paragraph 1 and initialing paragraphs 2-5 below and attesting to the following:

- \_\_\_ 1. I certify that I am the owner of the property set forth above on which this building is to be constructed or altered and for which an application for a building permit is hereby made;  
OR  
\_\_\_ I certify that I am legally authorized to act on behalf of the firm or corporation (name of firm or corporation): \_\_\_\_\_ who owns the property set forth above on which this building is to be constructed or altered and for which an application for a building permit is hereby made.
  
- \_\_\_ 2. I will personally superintend and manage all aspects of the construction or alteration of the building and that duty will not be delegated to any person not duly licensed under the terms of Article 1 of Chapter 87 of the General Statutes of North Carolina.
  
- \_\_\_ 3. I will be on the site regularly during construction and I will be personally present for all inspections required by the North Carolina State Building Code, unless the plans for the construction or alteration of the building were drawn and sealed by an architect licensed pursuant to Chapter 83A of the General Statutes of North Carolina.
  
- \_\_\_ 4. I understand that by executing this AFFIDAVIT pursuant to G.S. 87-1(b)(2), I am required by law to occupy this building for which this exemption is granted for twelve months after completion, during which time it may not be offered for rent, lease, or sale.
  
- \_\_\_ 5. I understand that a copy of this AFFIDAVIT will be transmitted to the North Carolina Licensing Board for General Contractors for verification that I am validly entitled to claim an exemption under G.S.87-1(b)(2) for the building construction or alteration specified herein. I further understand that, if the North Carolina Licensing Board for General Contractors determines that I am not entitled to claim this exemption, the building permit issued for the building construction or alteration specified herein shall be revoked pursuant to G.S. 153A-362 or G.S. 160A-422.

\_\_\_\_\_  
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 exceed \$30,000. It is a Class F felony to willfully commit perjury in any affidavit taken pursuant to law – G.S. 14-209.

Building Permit Application Number: \_\_\_\_\_

# Contractor Affidavit

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

STATE OF NORTH CAROLINA  
COUNTY OF CURRITUCK

CONTRACTOR AFFIDAVIT

- General       Electrical       Mechanical       Plumbing       Gas

### Contractor Information

License Holder: \_\_\_\_\_  
Name of Business: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

### License Information

NC License Number: \_\_\_\_\_  
License Classification: \_\_\_\_\_

### Project Information

Project Address: \_\_\_\_\_  
Building Permit Number: \_\_\_\_\_  
Cost of Trade Work: \$ \_\_\_\_\_

I am licensed and qualified to assume all responsibility and ability as a contractor on this project. If I resign or am no longer affiliated with this project, I will notify the Currituck County Central Permitting Division in writing within three working days. I understand that it is my responsibility to obtain workers' compensation insurance, if necessary.

\_\_\_\_\_  
Signature of License Holder

\_\_\_\_\_  
Date

## Submittal Checklist

Sign Permit Submittal Checklist		
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 ( <a href="http://www.liensnc.com">www.liensnc.com</a> )	
Plans		
5	Two complete sets 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	