



Sign Permit Application Review Process

Contact Information

Currituck County
Planning and Inspections Department
Permits and Inspections Division

Mainland Office
153 Courthouse Road, Suite G101
Currituck, NC 27929

Mainland Phone: 252-232-3378

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

Corolla Phone: 252-453-8555

Email: CCBP@currituckcountync.gov

Website: <http://www.currituckcountync.gov/permits-inspections/>

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

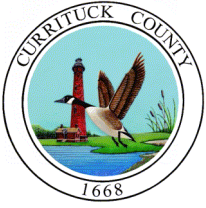
County staff will review the application for completeness and code compliance. Once all requirements are met the permit will be issued. Approved permits must be signed by the owner or applicant.

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 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

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

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 – 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	