



**COMPLETE ALL APPLICABLE SECTIONS OF THIS APPLICATION.**

**Building & Development Services**  
 405 Martin Luther King Jr Blvd Chapel Hill, NC  
 Building/ Zoning 919-968-2718 or 919-969-5066  
 Email: [permits@townofchapelhill.org](mailto:permits@townofchapelhill.org) or [zoning@townofchapelhill.org](mailto:zoning@townofchapelhill.org)

**Town of Chapel Hill Sign Permit Application**

Zoning Approval: \_\_\_\_\_

Building Approval: \_\_\_\_\_

|                       |
|-----------------------|
| <b>Permit Number:</b> |
|-----------------------|

| A. Property Information             |                            |                         |             |
|-------------------------------------|----------------------------|-------------------------|-------------|
| Property Address:                   |                            |                         |             |
| Parcel Identification Number (PIN): |                            |                         |             |
| Property Owner Name:                |                            |                         |             |
| Property Owner's Phone #:           |                            | Property Owner's Email: |             |
| Zoning District:                    | Part of Unified Sign Plan: |                         | Yes      No |

| B. Type of and Number of Proposed Signs   |                       |                         |
|---|-----------------------|-------------------------|
| # of Wall:  | # of Ground/monument: | # of Canopy/projecting: |
| # of Other:   |                       |                         |
| Total Cost of Signs:  |                       |                         |
| Monument or ground signs and signs on retaining walls may have additional document requirements and fees in accordance with the fee schedule. |                       |                         |

| C. Applicant/Contractor Information  |                           |        |  |
|--|---------------------------|--------|--|
| NC License #:  | General/Sign Contractor*: |        |  |
|  | Property Address:         |        |  |
|  | Phone #:                  | Email: |  |
| NC License #:  | Electrical Contractor**:  |        |  |
|  | Property Address:         |        |  |
|  | Phone #:                  | Email: |  |
| *General Contractor's license required for projects with a cost of construction of \$30,000 or more. |                           |        |  |
| **Electrical Contractor required for illuminated signs or signs with an electrical component.        |                           |        |  |

The applicant certifies that he/she is authorized to submit this application; that all required documents are included and the information is correct; and the work shall comply with the State Building Codes and all other applicable State and local laws. The applicant understands that knowingly providing false information on this application is subject to civil and criminal prosecution resulting in revocation of the permit. By signing my name below or providing an authenticated electronic or digital signature (such as is provided through services like DocuSign or Dotloop), I attest that the information provided is true and valid to the best of my knowledge.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

| OFFICE USE ONLY: PERMIT FEE TOTALS |       |           |             |            |
|------------------------------------|-------|-----------|-------------|------------|
| Zoning:                            | Sign: | Building: | Electrical: | Recycling: |
| Paid:                              |       |           |             |            |
| <b>Total Due at Issuance:</b>      |       |           |             |            |

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| Type of Sign                                   | Zoning District  |  |                  |                           |                 |
|--|------------------|--|------------------|---------------------------|-----------------|
|  | TC-1, TC-2, TC-3 | CC, NC OI-1, OI-2, OI-3, OI-4, MU-V, Ind, WR, WX | RT, R-, MH, PD-H | PD-SC, PD-OI, PD-MU, PD-I | MU OI-1, MU R-1 |
| Ground sign – maximum area per display surface | 8 square feet    | 15 square feet                                   | 16 square feet   | 15 square feet            | 15 square feet  |
| Wall sign – maximum percent of façade coverage | 5%               | 5%   | 16 square feet   | 40 square feet            | 5%              |

See Section 5.14 of the Land Use Management Ordinance (LUMO) for sign regulations and allowances.

| D. Zoning Submittal Requirements   |  |
|--|--|
|  | 1. Application Fee   |
|  | 2. Site Plan of entire zoning lot (no larger than 8.5 x 11)  |
|  | 3. Dimensional information (height, width, depth) and sign plan fact sheet   |
|  | 4. Digital files – provide digital files of all images, plans and documents  |
|  | 5. Registered logo and proof of logo registration, if applicable   |
|  | 6. If sign is part of a Unified Sign Plan, please provide Unified Sign Plan materials and landlord approval  |
| Site Plan  |  |
|  | 7. Location of all existing signs, including ground, wall or projecting signs.   |
|  | 8. Site plan including sign location, property boundaries, setbacks, streams, RCD boundaries, floodplain, sight distance triangles, and easements. |
| Type of Sign   |  |
| Wall Sign or Awning  |  |
| The size of a wall sign is determined by percentage of building façade area – width x height. A maximum of 15% of window area may be used for signage.   |  |
|  | 1. Image and sign placement (in digital form)  |
|  | 2. Overall sign dimensions (height, width, depth)  |
|  | 3. Materials and colors  |
|  | a) Copy  |
|  | b) Background  |
|  | c) Returns/Raceways  |
|  | d) Trim  |
|  | 4. Type of illumination, if any  |
|  | 5. Text size   |
|  | 6. Text  |
| Ground Sign  |  |
| Ground signs are limited to one per street frontage. Lot must have a minimum of 100 feet of road frontage. Sign must be located outside of the public right-of-way, sight distance triangles, some easements, and the Resource Conservation District. The base must be continuous with the ground (monument – like). The sign must maintain minimum setbacks outlined in Section 5.14 of the LUMO. |  |
|  | 1. Sign image with dimensions (height, width, depth)   |
|  | 2. Base material and dimensions (height, width, depth)   |
| Projecting Sign  |  |
| One projecting sign is allowed per business as long as the proposed sign is at least 25 ft. from any other projecting sign or shingle sign. The base of the sign must be at least 10 feet above grade and project no more than 2 feet from the building.   |  |
|  | 1. Means of support and materials  |

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**E. Building Submittal Requirements Submittal Requirements for Building Review**

**Applicability per Appendix H of the 2018 NC State Building Code**

The following signs are exempt from the requirements to obtain a permit before erection.

1. Non-illuminated wall signs.
2. Temporary signs.
3. Signs erected by transportation authorities.
4. Projecting signs not exceeding 6 square feet (0.56m<sup>2</sup>).
5. The changing of moveable parts of an approved sign that is designed for changes, or the repainting or reposition of display matter shall not be deemed an alteration.
6. Ground signs less than 6 feet (1829mm) in height above finished grade.

**All signs on a building**

- |  |   |
|--|---|
|  | 1. Provide design details for rain/snow loading. <b>2018 NC Building Code, sections 1607, 1608, 1611 &amp; 3105.3.</b>  |
|  | 2. Provide design details for wind loading. <b>2018 NC Building Code, sections 1609, 3105.3 and H105.3.</b>   |
|  | 3. Anchoring details (drawing) that confirm the type and size of bolts, materials including stresses and loading along with the number and placement of the bolts for the sign to ensure they create a safe environment for the public. <b>2018 NC Building Code, Appendix H105.2 &amp; H105.6.</b> |

**Ground/monument Signs**

- |  |   |
|--|---|
|  | 1. Concrete footings – need to provide length, width, and depth dimensions, rebar placement and a site plan showing the location to the road. |
|--|---|

**Canopy/Awning Signs**

- |  |   |
|--|---|
|  | 1. Cut sheet needed to confirm awning material is made of non-combustible or flame retardant fabric, including the standard met for fire propagation. <b>2018 NC Building Code, sections 1607.12.4 &amp; 3105.4.</b>  |
|  | 2. Anchoring details (drawing) that confirm the type and size of bolts, materials including stresses and loading along with the number and placement of the bolts for the awning to ensure they create a safe environment for the public. <b>2018 NC Building Code, Appendix H105.2 &amp; H105.6.</b> |

**Payment of permit fee due prior to installation of sign(s).**

**INSPECTION REMINDERS**

**Final zoning inspections are required for all signs. Inspections can be scheduled by calling 919-969-5040.**

**For signs that require an installation permit, building and electrical (for any illuminated signs or signs with electrical components) inspections must be approved. Inspections may be requested by calling 919-968-2718 or 919-969-5060.**

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**Sign Plan Fact Sheet**

| <b>Type of Sign</b>                           | <b>Ground</b> | <b>Wall/Awning</b> | <b>Projecting/Window</b> | <b>Other</b> |
|---|---------------|--------------------|--------------------------|--------------|
| Building dimensions (height x length)         |               |                    |                          |              |
| Building façade area (square feet)            |               |                    |                          |              |
| Permitted sign area (5% or as allowed in USP) |               |                    |                          |              |
| Dimensions of sign (height x length)          |               |                    |                          |              |
| Proposed Sign Area (square feet)              |               |                    |                          |              |
| Height of sign above ground/sidewalk          |               |                    |                          |              |
| Type of illumination                          |               |                    |                          |              |
| Sign materials                                |               |                    |                          |              |
| Letter style (font) if part of USP            |               |                    |                          |              |
| Letter size (inches)                          |               |                    |                          |              |
| Background color                              |               |                    |                          |              |
| Copy color                                    |               |                    |                          |              |