

City of Sanford | County of Lee | Town of Broadway
SIGN PERMIT APPLICATION
 115 Chatham St., Sanford, NC 27330
 Telephone (919) 718-4654 www.sanfordnc.net

Please complete the following sign permit application for both the **Inspections** and **Zoning Departments**. Be sure to include detailed renderings of the sign with accurate dimensions. For certain signs, a to-scale site plan may be required, showing the sign's location in relation to property lines, easements, and other relevant features. If landscaping is required for your sign, please include that information on the site plan as well.

(Check one) → **STAND ALONE PERMIT** **NEW CONSTRUCTION: BLDG.PERMIT#** _____

APPLICATION DATE: _____ PARCEL #: _____

CONSTRUCTION ADDRESS: _____

OWNER NAME: _____ PHONE #: _____

OWNER ADDRESS (If different from Construction Address): _____

EMAIL ADDRESS: _____

CONTRACTOR NAME: _____ PHONE #: _____

CONTRACTOR ADDRESS: _____ LICENSE #: _____

EMAIL ADDRESS: _____

SIGN INFORMATION:

SIGN TYPE	Qty	SIGN TYPE	Qty	SIGN TYPE	Qty
TEMPORARY		PERMANENT*		LIGHTED**	
WALL***		FREE STANDING GROUND*		CANOPY (Fuel Island)	
CONSTRUCTION		DIRECTORY		IDENTIFICATION	
MULTIPLE BUSINESS		BILL BOARD		MONUMENT*	
PARAPET		PYLON (High-Rise)		AWNING	
BANNER (Temporary)					

*MAY REQUIRE LANDSCAPING **MUST OBTAIN ELECTRICAL PERMIT ***ENGINEERED DRAWINGS ARE REQUIRED FOR ALL WALL SIGNS

Surface Area of Sign: _____ Sq. Ft.

Tenant/Bldg. Frontage (if applicable): _____ Ln. Ft.

Total Signage Area on Premises: _____ Sq. Ft.

I hereby certify that the above information is correct to the best of my knowledge and the installation will conform to applicable ordinances. I further agree to indemnify and save harmless the City of Sanford and Lee County from any liability, damages or losses resulting directly or indirectly from the erection, use, maintenance or alteration of the sign or signs described herein.

 CONTRACTOR / APPLICANT

 DATE

 LICENSE NUMBER