



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: www.co.currituck.nc.us/planning-community-development

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

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 (www.liensnc.com)	
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	