

SIGN PERMIT APPLICATION



APPLICANT INFORMATION

Applicant Name: _____ ☐ Owner ☐ Tenant ☐ Manager ☐ Agent
Property Address: _____ Property Owner: _____
Owner Phone: _____ Owner Email: _____
Business Name (if applicable): _____

SIGN INFORMATION

Total Square Footage of Sign: _____ Height of Sign Top from Ground Level: _____
Sign Lettering: ☐ Routed ☐ Carved ☐ Sandblasted ☐ Raised ☐ Other 3D Method (Specify): _____
Sign Face Material: _____ Sign Letters Materials: _____
Mounting Structure: _____ Attached to building? _____
External Illumination: ☐ Yes ☐ No Type: _____

INTENDED DURATION OF DISPLAY

- ☐ Permanent
- ☐ Permanent sign for the recurring, periodic display of information that may be modified regularly (Accessory signs for the advertisement of specials or of open/closed status are generally in this category).
- ☐ Less than one year but typically greater than 14 days (Examples in this category commonly include, but are not limited to, real estate signs and signs erected during the duration of a construction project). ***Permits in this category are valid from April 1st to March 30th each year. Therefore, a permit obtained in March would have less than one month of validity.**
- ☐ Not greater than 14 days (These signs often are in the form of banners). ****These signs may not be erected more than 4 separate times a year on a property.**
- ☐ Less than 48 hours (Temporary directional signs to an unusual event are often in this category). ***** A permit is not required for this type of sign, but certain standards and restrictions apply. Please see the Planning and Inspections Department for more information.**
- ☐ Transitional sign (A sign erected for up to 6 months while a permanent sign is being created).

Note: There are different requirements for each of the above categories of signs. If a sign is erected for longer than its intended duration of display as certified above, it must meet the standards and receive a permit for the appropriate category.



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EXISTING SIGNS ON PREMISES

Number and Description: _____

SIGN SKETCH/DESIGN

To assist the Town of Beech Mountain in reviewing your application, please attach to this application your sign drawn as accurately as possible to scale showing all dimensions, copy layout, colors to be used, and materials used in sign fabrication. It is preferable that you bring the sign into the office when applying for a permit so it can be reviewed.

☐ Sketch or design of sign is attached to this permit application.

APPLICANT STATEMENT

I, the undersigned, have read and understand the Town of Beech Mountain Sign Ordinance. If I alter or change the applied sign in any fashion, I will notify the Beech Mountain Department of Planning and Inspections immediately by phone or in person, and in writing within three (3) working days. I will notify the Department with any major deviation from the scope of this permit application. This may result in the need to update this existing permit application or apply for a new sign. I understand that any unpermitted sign or those outside of the scope of the Sign Ordinance shall be subject to removal and may result in fines.

Applicant Signature: _____ Date: _____

PLEASE RETURN COMPLETED APPLICATIONS TO TOWN HALL IN PERSON OR BY EMAIL TO permits@townofbeechmountain.com

OFFICE USE ONLY

Zoning District: _____ Sign Type based on duration of display: _____

For Permanent Signs attached to buildings, percentage of building façade covered: _____

For Permanent Signs in the R3A District, number of dwelling units to which sign pertains: _____

Total sign size allowable for this type of sign in this zoning district: _____

For Temporary Signs, number of times such a sign has been erected on this property over the past year: _____

Sign Permit Application: ☐ Approved ☐ Denied due to: _____

Reviewed By: _____ Date: _____

DATE RECEIVED	PERMIT NUMBER	FEE AMOUNT	DATE PAID	DATE ISSUED	APPROVAL INITIAL
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