

# REQUIRED INFORMATION FOR ALL SIGN ERECTED IN THE TOWN OF WINTERVILLE AND ITS EXTRA-TERRITORIAL JURISDICTION

*This information is required along with the building application for permitting.*

**Wall Signs:** Two (2) copies of a mounting detail indicating the following:

- Location and dimension of the exist building and signs;
- Location and dimensions of all proposed signs;
- Graphic illustration of each proposed sign indicating the dimensions of the sign, total area of the sign, **and a detailed list of materials used to construct and mount sign(s);**
- Include tax parcel number of the property on your application;
- Include square footage of the sign(s) on your application;
- Include detailed electrical diagram/drawings if the sign requires an electrical connection.

**Freestanding Signs:** Two (2) copies of a site plan and two (2) copies of a designed sign drawing indicating the following:

- Property boundary lines and dimensions (survey, approved site plans, plot plan, etc.);
- Adjacent street right of ways and site distance triangles;
- Adjacent easements indicating width and use;
- Location and dimensions of existing buildings and signs;
- Location and dimensions of all proposed sign(s);
- Graphic illustration of each proposed sign indicating total area, height, width, length, depth, and distance to adjacent structures, drives, parking areas, street lines and right of ways;
- Designed drawings by a professional engineer or architect, illustrating the sign and its footing with the type of material used for all. All signs should be designed to meet the 110 mph wind load requirements of the current NC State Building Code. All drawings, including revisions of drawings and all engineering letters, submitted to the Inspections Department shall bear the **engineer's original stamp, signature and date.**
- Include tax parcel number of property on your application;
- Include square footage of the sign(s) on your application;
- Include detailed electrical diagrams/drawings if the sign requires an electrical connection.

You may FedEx or UPS your application along with your plans to the Building Inspection Department at 2936 Church St., Winterville, NC 28590 or by US mail to P.O. Box 1549, Winterville, NC 28590 or fax your application to (252) 756-6647. **DO NOT SEND PAYMENT WITH YOUR APPLICATION.** After receiving a phone call from the Inspections Department notifying you that your permit is ready to be picked up, you or your authorized agent shall secure the permit in person and make payment at that time before any work is to commence.

**IMPORTANT NOTE:** Sign(s) installed, erected or materially altered, including change of copy, prior to obtaining the required permits and payment of associated fees shall constitute a violation of both the building code and zoning regulations. Such violations may result in additional permit fees and the issuance of civil citations for each incident and for each day the violations exist.

**If you have any questions please contact the Inspection Department at 525-215-2419**