

# Sign Permit Checklist and Acknowledgement Form

## Zoning Permit

Planning and Development Customer Service Center • One Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2500



To receive the required zoning permit, a sign must meet the requirements of Article 7 of the [Unified Development Ordinance](#) (UDO) and all relevant standards and requirements of the UDO. All sign permit applications must be submitted via the [Permit and Development Portal](#). Complete this form and attached with the initial application submittal.

**Notice:** No sign may be altered, replaced, converted, changed, or otherwise modified except in accordance with the requirements of the UDO. Signs are allowed by district as set forth in Section 7.3.2 and Section 7.3.13 of the UDO.

APPLICANT INFORMATION		
Applicant:	Date:	
Address:		
City:	State:	Zip Code:
Phone:	Email:	
REQUIRED SUPPORT DOCUMENTATION		
The following information must be submitted with the application packet to be accepted for processing. This is not an all-inclusive checklist but is intended to assist in the submittal of a complete application.		
To be completed by Applicant		
General Items	Provided	N/A
1. <b>Sign Information</b> - drawing or photograph of the proposed sign, including all required details, such as a drawing of the proposed sign showing measurements along with building elevations for wall mounted signs, and supplemental drawings (i.e., Plot Plans or Survey) showing the proposed sign location, if applicable. Provide the suite or unit number if there is a multi-tenant building involved.		
2. <b>Common Signage Plan Information</b> - signs must conform to the approved common signage plan criteria. If more than one business or principal building is located on a site, no sign permit shall be issued until a <a href="#">Common Signage Plan</a> has been approved in accordance with Section 10.2.12 of the UDO.		
3. <a href="#">Non-residential permit application</a> – this form is required if the proposed sign is illuminated. Please be advised that an electrical inspection is required in addition to the sign permit.		
4. <a href="#">Minor Encroachment application</a> – signage that is located over or on the public right-of-way and is not permanently affixed to the sidewalk or street requires a Minor Encroachment approval.		
5. <a href="#">Certificate of Appropriateness</a> – if the proposed sign is located in a historic district, then a Certificate of Appropriateness is required.		
Sign Details		
6. Drawing or photograph of the proposed sign (In color) with proposed colors labeled		
7. Profile drawing showing thickness of sign or sign cabinet, or raceway and means of attachment of sign to wall or mounting surface.		
8. The applicant must clearly identify the type of sign as listed in Section <a href="#">7.3.2. Signs Allowed by District</a> in the Unified Development Ordinance.		
9. The drawing must have the Owner or Landlord signature of approval and date on the drawing.		
10. Sign profile (side view)		
11. Height of sign		

12. Width of sign		
13. Size of lettering (height, width, and size of letters)		
14. Provide number of lines of copy proposed		
15. List font proposed for lettering		
16. Color (show and label all colors to be used on the sign)		
17. Logo (logo dimensions, colors, materials, and trademark number, if applicable) – the logo must be a Federal or State registered trademark, if the size and/or colors are inconsistent with the common signage plan.		
18. Materials and illumination: type of sign, sign & construction materials, and proposed lighting specifications		
19. A ground sign over 42 inches must have a sealed engineered footing detail.		
20. Square footage breakdown of the size of the sign		
<b>Building Elevation- Required for wall signs located on a building façade (UDO Section 7.3.4.)</b>		
21. Indicate the location of the sign on the building		
22. List the width and height of the wall facing public street or private access that will contain the sign		
23. Width and height of window(s) facing any street (for window signs per UDO Section 7.3.7.)		
24. Clear height		
25. Projection from wall (required when attached to a supporting building wall and intersecting the building wall at a right angle)		
<b>Supplemental Plan (Site/Plot Plan) - an accurate drawing or map of the property (including all property lines) that shows the size and configuration of the property and the size and location of all existing and proposed structures and features (i.e., buildings, rights-of-ways, driveways, off-street parking, traffic circulation, signs, or other related features).</b>		
26. Property lines with dimensions		
27. Distance from the proposed sign to right-of-way and/or curb with scaled dimensions		
28. Identify the location and type of all existing signs. Label the existing sign as “Existing” or “To be removed”, as applicable.		
29. Street frontage (in feet), the measurement of property frontage along each right-of-way		
<b>Additional items</b>		
30. Electrical details		
31. Structural design - Details and specifications on how the sign will be anchored in place		
<b>REQUIRED SIGNATURE</b>		
The undersigned indicates that the property owner is aware of the application for a Sign Permit and agrees that the proposed sign described in this application, for which this permit is applied for will be maintained in all respects in accordance with the specifications submitted herewith, and in accordance with the provisions and regulations of the City of Raleigh Unified Development Ordinance.		
Applicant name (printed):		
Address:		
City:	State:	Zip Code:
Phone:	Email:	
Applicant signature:		Date: