SIMS, NORTH CAROLINA

6501 US Hwy 264-Alt, P.O. Box 161, Sims, NC 27880

SIGN PERMIT APPLICATION

FILING IINSTRUCTIONS:

- Applicants are encouraged to contact the Zoning Administrator prior to applying for a permit.
- Submit a completed permit application along with the appropriate fee to the Town Clerk at Town Hall prior to construction and/or obtaining a building permit from Wilson County Inspections Office. The application must be completed in full including submittal requirements.
- All signs shall comply with Article 10 – Signs of the Sims Zoning Ordinance.
- All signs shall be kept in proper repair with all braces, bolts, clips, guys, anchors, supporting frames, and fastenings free from deterioration, insect infestation, rot, rust, or loosening. All signs shall be kept neatly finished with lettering intact, and, if of a type that requires painting, it shall be free from visible peeling or chipping. Obsolete signs and their supporting structures must be removed within ninety (90) days. If the sign is a replacement, the old sign must be removed before a new sign is installed.
- Please be advised that an approved permit shall expire and be cancelled unless the work authorized by it shall have begun within six (6) months of its issued date.
- For additional information or assistance, call the Zoning Administrator at (252) 916-7013.

Application Date: _____ **Case Number:** _____

ADDRESS of SITE: _____ **PARCEL ID or PIN#** _____
APPLICANT NAME:_____
ADDRESS:_____
TELEPHONE #:_____ EMAIL ADDRESS: _____
SITE OWNER NAME:_____ TELEPHONE#: _____
OWNER ADDRESS:_____

CURRENT ZONING: _____
TYPE OF USE: RESIDENTIAL: _____ COMMERCIAL: _____ OTHER: _____
PROJECT INFORMATION:

1. **Type and Number of Signs**:

   _____ Awning Sign _____ Canopy Sign
   _____ Development Sign _____ Incidental Sign
   _____ Ground/Monument Sign _____ Pole Sign
   _____ Outdoor Advertising Sign _____ Temporary Sign or Banner
   _____ Wall Mounted Sign _____ Window Sign

2. **Lighting:** _____ Illuminated _____ Non-Illuminated
3. Is this an application to:

   Erect _____ **Repair** _____ **Alter** _____ **Other** _____
4. **Is there an existing signage**: _____ Yes _____ No If yes, _____ Square Feet

5. If existing signage, **will it be removed**? _____ Not Applicable _____Yes _____ No
6. Will the new sign have changeable copy? _____ Yes _____ No
7. Building and Lot Frontage: **Building Frontage** _____ Ft. **Lot Frontage** _____ Ft.
8. **Dimensions** of proposed sign(s): (*in feet and inches*)

   _____ X _____ = _____ Total Sq. Ft.

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9. **Total height** of monument/ground or freestanding sign once erected (from ground to top of sign): _____ Feet _____ Not Applicable
10. **What material will sign be made of**:

    Face _____ Frame _____ Support _____

    Face _____ Frame _____ Support _____
11. Other information, which would clarify request: _____

_____

_____

12. **Other information to be included:**
    - (Wall mounted) A drawing or image of the building façade indicating the proposed location of the sign, height, dimensions, and square footage.
    - A detailed drawing or sketch showing the sign, its dimensions, and its location in relation to property lines, rights-of-way, site distance triangles (if applicable), and existing sign(s), if applicable. (Ground or free-standing signs)
    - Details of how the sign will be installed in the ground.
    - Illuminated signs may require a separate Electrical Permit; please contact Wilson County Inspection Office at (252) 399-2965

I HEREBY CERTIFY THE STATEMENTS MADE HEREIN ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF. BY SIGNING THIS APPLICATION, THE APPLICANT AGREES THAT IF THIS APPLICATION IS APPROVED, THE SIGN WILL CONFORM WITH THE REQUIREMENTS OF THE NORTH CAROLINA STATE BUILDING CODE AND THE SIMS ZONING ORDINANCE RELATING TO SIGNS. I HEREBY GRANT PERMISSION FOR THE TOWN'S ZONING ADMINISTRATOR TO ENTER MY PROPERTY FOR INSPECTIONS.

SIGNATURE:_____ DATE:_____

Town of Sims:

PERMIT FEE PAID:_____ DATE PAID:_____

SDF REQUIRED: Y___ N____ SDF PAID: W/S_____ DATE PAID:_____

APPLICATION: _____APPROVED _____DENIED SIGN PERMIT #:_____

INITIAL INSPECTION DATE:_____ FINAL INSPECTION DATE:_____