

## Sign Permit Submittal Requirements

The following items are required for sign permit plan review for monuments, freestanding signs, and wall signs:

- Completed sign permit application submittal.
- Approval from the local Zoning Jurisdiction or Union County Zoning. Address verification is required.
- Approval from Union County Public Works for the location of all monument and freestanding signs when the signs are to be located on a property adjacent to or containing a right of way or easement for sewer and/or water lines.
- Plans should be submitted digitally via direct upload or flash drive. Should you choose to submit paper plans please provide two complete copies bound in appropriate sets in addition to the required digital copy. Plans must contain the following:
  - Site plan showing the location of the sign(s).
  - Elevations with dimensions.
  - Attachment details for signs mounted to buildings.
  - Foundation details.
- Signs attached to the roof of buildings and signs that exceed 10' in height above the top of the foundation will require drawings sealed by a North Carolina licensed engineer. Other unusual cases may also require engineer sealed drawings.
- **Non-illuminated wall signs are exempt from permitting. Approval from the local Zoning Jurisdiction or Union County Zoning is required for all signs.**
- Pay plan review fee (see schedule).

Revised 08/01/2019

