



TOWN OF NASHVILLE
PLANNING DEPARTMENT
 499 S. Barnes Street, Nashville, NC 27856
 252.459.4511 Phone / 252.459.8926 Fax
www.townofnashville.com

SIGN PERMIT APPLICATION

FOR ADMINISTRATION ONLY

Date Submitted	Date Approved	Certificate Number	Fee Paid

APPLICANT / OWNER INFORMATION

Applicant Name/Company _____
 Mailing Address _____
 Email Address _____ Phone _____

TYPE OF SIGNAGE

Flush-Mount (Wall) Sign Freestanding (Ground) Sign Temporary Sign/Banner Other
 Description of Proposed Use _____

SITE INFORMATION

Name of Business Sign is for _____
 Property Address _____
 ParID# _____ PIN# _____
 Zoning _____ Lot Acreage _____ Frontage _____
 Floodplain: No Yes Floodplain Type _____ Watershed: No Yes Watershed Type _____

PROJECT INFORMATION

	Flush-Mount (Wall)	Freestanding (Ground)	Other (Specify)
Height (ground level to top of sign)			
Sign Dimensions (length & width)			
Sign Area (square feet)			
Frontage (in feet)			
Type of Illumination			
Materials			

OFFICE USE ONLY (BELOW THIS LINE)

Locational Requirements			
Additional Requirements			
Permitted Sign Area			

APPLICATION AFFIDAVIT

I, the undersigned applicant hereby certifies that, to the best of my knowledge, all information supplied with this application is true and accurate. I certify that any construction, alteration, or placement of a sign shall be carried out in accordance with this certificate and any attachments thereto. I further understand and agree that I will be responsible for payment of any damage that occurs. The provisions of the Town of Nashville Zoning Ordinance are minimum requirements and where at variance with requirements of other lawfully adopted regulations, the most restrictive or that imposing the higher standards shall govern.

COMMENTS _____

APPLICANT

ZONING ADMINISTRATOR



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SIGN PERMIT APPLICATION PROCEDURE

- **STEP 1: APPLICATION FEE**
 - Application is available online and at Town Hall.
 - The fees for the sign permit application are listed below, and is due prior to issuance of permit:
 - Flush-Mount (Wall) Sign \$50.00
 - Freestanding (Ground) Sign \$75.00
 - Temporary Sign/Banner \$35.00
- **STEP 2: APPLICATION & SITE PLAN SUBMITTAL**
 - Application must be completed and submitted with elevation(s) and site plan (if applicable) to the Planning Department for review to assure the proposed sign(s) conform to all applicable ordinances.
 - Application, elevation(s), and site plan can be submitted to permits@townofnashvillenc.gov.
 - Incomplete applications **WILL NOT** be processed.
- **STEP 3: PLANNING STAFF REVIEW**
 - The following information and exhibits are required to accept and process this application:
 - Complete “Project Information” section of the sign permit application;
 - Site plan of property for new signs (or photo(s) for face replacements) with each sign location identified;
 - Sign plan (drawing) for the specific type of sign you desire. The sign plan must include information on the color, lettering, sign frame, and structural support.
- **STEP 4: APPROVAL AND PAYMENT**
 - Once sign permit application is approved, applicant is responsible for making the appropriate payment.
 - Sign permit is signed by both applicant and Planning Staff.
 - Planning staff will make appropriate copies of the approved sign permit packet for the applicant to submit to Nash County Planning & Inspections Department.
- **STEP 5: NASH COUNTY PLANNING & INSPECTIONS DEPARTMENT**
 - Construction and electrical permits must be secured through the Nash County Inspections Office:

120 W. Washington Street
Suite 2110
Nashville, NC 27856
(252) 459-9807
nashpermits@nashcountync.gov