



SIGN PERMIT SUBMITTAL REQUIREMENTS

Submit required documentation to:

Wake County Planning Department/Current Planning Section
PO Box 550 Wake County Office Building
Raleigh, NC 27602-0550 336 Fayetteville Street Mall, Downtown Raleigh
Contact Current Planning at (919) 856-6335 for additional information.

1. Check to make sure property is in Wake County's jurisdiction.
2. Provide 4 copies of a site plan on minimum 8½ x 11 paper with the following required information:
 - a) Vicinity (location) map
 - b) Scale of site plan
 - c) Date of first submission
 - d) Zoning district
 - e) Name and location of proposed development
 - f) Tax Map and parcel or PIN number
 - g) Street address (call 856-6210 if this is a new development without a street address)
 - h) Sign location
 - i) Right-of-way (width and location)
 - j) Show all other structures on property
 - k) What is the impact on surrounding neighborhood(s) and adjacent properties?
3. Provide three copies of construction plans, elevation, and wording (sign message) on minimum 8½ x 11 paper.
4. Submit a completed **Commercial Permit Application**.
5. Provide the following note on site plan:

No sign may be located in or overhang any public right-of-way except as permitted and erected by the NC Dept. of Transportation. No sign may be located in such a manner as to create a visual obstruction for traffic or otherwise create a traffic hazard.
6. On site plan, identify all signs - indicate the type, size and location.
7. Check to make sure that use of property has been properly permitted (complies with zoning).
8. For additional information you may call (919) 856-6335 or reference the Wake County Unified Development Ordinance, Article 18.
9. Check for \$50.00 land use fee due at submittal, made out to "Wake County".

Notes: All documents and maps submitted as required become the property of Wake County. The Wake County Unified Development Ordinance can be found at www.wakegov.com.