

NEW HANOVER COUNTY
DEPARTMENT OF BUILDING SAFETY
230 Government Center Dr. Suite 170
Telephone (910) 798-7308
Fax (910) 798-7060

Nicholas Gadzekpo
Director of Building Safety

*****IMPORTANT NOTICE*****

FOR COMPLETE ELECTRONIC PROJECT SUBMITTALS BY EMAIL

If you wish to submit your Commercial or Residential project electronically by email, please attach your electronic plans in the “pdf format along with your application” before clicking the send button.

FOR COMPLETE ELECTRONIC PROJECT SUBMITTALS IN PERSON

If you wish to submit your Commercial or Residential project in person on CD, please fill out the building permit application on line, print it, scan and put it on your CD along with the plans and Appendix B if applicable in the “pdf format” & bring your CD to the Development Services Center, located at 230 Government Center Drive; Suite 170.

If you have questions about the electronic submittal process, please call the Development Services Center at (910) 798-7308.

Please note that we except Cash, Checks, and Credit Cards (American Express, Discover, VISA, and MasterCard).

Thank you.

NEW HANOVER COUNTY BUILDING PERMIT

APPLICATION TYPE: SIGNS / BILLBOARDS

APPLICATION Number

PLEASE PRINT CLEARLY & ANSWER ALL QUESTIONS "Project Responsibility"

(Office Use)

APPLICANT'S NAME: DATE: DEVELOPER: PHONE #: PROJECT ADDRESS: CITY: ZIP: OCCUPANT/BUSINESS NAME: PROPERTY OWNER'S NAME: PHONE #: OWNER'S ADDRESS: CITY: ST: ZIP: CONTRACTOR: LICENSE #: ADDRESS: CITY: ST: ZIP: EMAIL ADDRESS: PHONE #: PROJECT CONTACT PERSON: PHONE #:

(CHECK ALL THAT APPLY)

[] ERECT [] ALTER [] REPAIR [] ENLARGE [] CHANGE OUT

DESCRIPTION OF WORK:

IS SIGN(S) ON OR OFF PREMISES? [] ON [] OFF

DISCLAIMER: I hereby certify that all information in this application is correct and all work will comply with the State Building Code and all other applicable State and local laws and ordinances and regulations. The NHC Development Services Center will be notified of any changes in the approved plans and specifications or change in contractor or contractor information. ***NOTE: Any Work Performed W/O the Appropriate Permits will be in Violation of the NC State Bldg Code and Subject to Fines Up To \$500.00***

OWNER/CONTRACTOR: SIGNATURE: (Print Name)

TYPE OF SIGN(S)

[] FREESTANDING (Ground) [] MARQUEE [] PROJECTION [] ROOF [] SHINGLE [] WALL [] CANOPY [] OTHER

Total Number of Signs on this Project:

SIGN 1 Height: Sign Dimensions: X Total SQ.FT. of Sign: SIGN 2 Height: Sign Dimensions: X Total SQ.FT. of Sign: SIGN 3 Height: Sign Dimensions: X Total SQ.FT. of Sign: SIGN 4 Height: Sign Dimensions: X Total SQ.FT. of Sign:

TOTAL PROJECT COST: \$ IS THE PROPERTY LOCATED IN A FLOODPLAIN? [] Yes [] No

*** SEPARATE PERMITS REQUIRED FOR ELECT, MECH, PLBG, GAS EQUIP, PREFABS & INSERTS ***

PAYMENT METHOD: [] CASH [] CHECK (PAYABLE TO NHC) [] AMERICAN EXPRESS [] MC/VISA [] DISCOVER

ZONE: OFFICER: (FOR OFFICE USE ONLY) SETBACKS: F: LH RH B REVISION DATE 3/30/12 Approval: City: DATE FLOOD: A V N BFE+2ft=

Comment: PERMIT FEE: \$

*DISCLAIMER: SUBMITTING THIS APPLICATION MEANS THAT THE SUBMITTAL CHARGE IS NON-REFUNDABLE