

**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

(Office Use)

PLEASE PRINT CLEARLY & ANSWER ALL QUESTIONS
"Project Responsibility"

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

(FOR OFFICE USE ONLY)

REVISED DATE 3/30/12

ZONE: _____ OFFICER: _____ SETBACKS: F: _____ LH: _____ RH: _____ B: _____

Approval: _____ City: _____ DATE: _____ FLOOD: _____ BFE+2ft= _____

A V N

Comment: _____ PERMIT FEE: \$ _____