

SIGN PLAN REVIEW APPLICATION

CATAWBA COUNTY / HICKORY

(This application will need approval by both the Zoning Administrator & Building Official)

*****FOR DIGITAL COPIES, SEND SIGN PLANS TO PLANAPPS@CATAWBACOUNTYNC.GOV FOR REVIEW*****

*****FOR PHYSICAL COPIES, PROVIDE TWO (2) SETS OF PLANS PER SIGN FOR REVIEW*****

*****SEE REVERSE FOR ADDITIONAL REQUIREMENTS*****

PROPERTY INFORMATION

Property Address: _____ Parcel #: _____

Business Owner Name: _____ Telephone: _____

Mailing Address: _____ Fax: _____

City, State, Zip: _____ Email: _____

CONTRACTOR INFORMATION

Sign Contractor Name: _____ Telephone: _____

Mailing Address: _____ Fax: _____

City, State, Zip: _____ Email: _____

SIGN INFORMATION

*****COMPLETE ONE (1) APPLICATION PER SIGN*****

Name of project: _____

Size of sign: Height: _____ ft. X Length: _____ ft. = _____ total sq. ft.

Material of sign: _____ How is the sign attached to building? _____

Projection from building wall: _____ ft. _____ in. Height above sidewalk or grade: _____ ft. _____ in.

If wall mounted sign, provide total sq. ft. of the wall: Height: _____ ft. X Length: _____ ft. = _____ total sq. ft.

If wall mounted sign, provide material of the building: _____

Ground area landscaping: _____ sq. ft. Sign Cost: \$ _____

Illuminated? Yes No If yes, how many amps? _____ Other signs not attached to building? Yes No

Electronic message board? Yes No (Type of message board? LED: Yes No / Trivision: Yes No)

*****NOTE: The electrician will need to obtain their own permit*****

CONTACT INFORMATION

Person Responsible for Payment: _____

Email: _____ Telephone: _____

Applicant's Signature

Applicant's Name (print)

Date

FOR ZONING ADMINISTRATOR'S USE ONLY

Zoning Designation: _____ Setbacks: _____ / _____ / _____ / _____ Airport Protection Zone? Yes No
Front Side Rear Side Street

Sign Application **DISAPPROVED** by _____ Date: _____

Reason for Disapproval: _____

Sign Application **APPROVED** by _____ Date: _____

Reason for Approval: _____

SIGN REQUIREMENTS

For the sake of uniform treatment of all sign contractors, please be aware that Catawba County and the City of Hickory require the following for all new signs:

1. The preceding plan review application needs to be completed, submitted, and approved.
2. A sign permit application needs to be completed, submitted, and approved.
3. If submitting for illuminated signs, a licensed electrician is required to complete and submit an electrical permit application.
4. All signs must meet Appendix H of the North Carolina Building Code to include all design requirements for working stresses from Chapter 16 and attachment drawings.
5. All sign plans must include sign details.
 - Wall sign drawings must show the **building** wall width and height where the sign is to be located, existing signage with dimensions, along with location and dimensional size of the new sign to determine allowable signage.
 - Sign material, manufacturers spec sheet showing that the sign meets minimum wind zone requirements, whether or not the sign is prefab, type of wall construction, anchor details to include type of anchor and spacing. The anchors for masonry walls must be at least 3/8" inch embedded a minimum of 5" inches.
 - Ground signs require a site specific site plan. Ground signs that exceed 12' feet above finished grade require an engineer seal. Ground signs not exceeding 12' feet above finished grade must show dimensional size of new sign to determine allowable signage, sign and support material, manufacturers spec sheet showing sign meets minimum wind zone requirements, if sign is prefab, attachment schedule of sign to support, and footing detail.
 - An engineer's signed design or a signed statement from sign contractor that the sign meets all requirements of Appendix H.
 - A notarized letter of permission from owner of land where an off-premise directional sign is to be placed must be provided.

All Signs Require Inspections:

1. All signs require a final sign inspection.
2. Pole/Ground signs additionally require footing and setback inspections before concrete is poured.
3. All illuminated signs (whether internally or externally illuminated) require a final electric inspection.
4. Contractor must provide lift equipment necessary for the Code Official to complete the inspection.

**Only the signs that have a permit are allowed on your property. No other signs are allowed.

**Non-permitted signs may be subject to removal/disposal without prior notice.

Jurisdictional Contact Information:

City of Hickory Planning and Zoning Department – (828) 323-7410
Catawba County Planning and Zoning Department – (828) 465-8380