



CITY OF HENDERSON  
DEVELOPMENT SERVICES

**SIGN PERMIT  
APPLICATION**

134 ROSE AVENUE  
HENDERSON NC 27536  
252-430-5723 phone  
252-492-7935 fax  
[www.ci.henderson.nc.us](http://www.ci.henderson.nc.us)

SIGN FEES	
SIZE OF SIGN	FEE
0-50 sq. ft.	\$ 25.00
51-100 sq. ft.	\$ 50.00
101-200 sq. ft.	\$ 75.00
201+ sq. ft.	\$100.00

**Application Instructions:** Complete all applicable sections and return to the Development Services Department. No incomplete application will be processed.

**A site plan must be submitted with this application showing dimensions of the sign, maximum height and location on the property, including distances from the property line. Prior to installation, a building permit may be required from the Vance County Inspections Department.**

<b>Owner's Name (As Listed on Tax Records)*:</b>	<b>Applicant's Name:</b>	<b>Contractor's Name:</b>
Street Address:	Street Address:	Street Address:
City, State Zip	City, State Zip	City, State Zip
Contact phone #:	Contact phone #:	Contact phone #:
Email Address:	Email Address:	Email Address:

***If the owner is different from the tax record, you must provide proof of ownership.***

- 1) How many existing signs are located on the building or property? \_\_\_\_\_
- 2) What is the square footage of the existing sign? \_\_\_\_\_
- 3) What is the total square footage of the proposed sign? \_\_\_\_\_
- 4) Is the applicant going to replace any existing sign(s)? If so, what sign is being replaced and how many?  
\_\_\_\_\_

**Name of Business:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Wording of Sign:** \_\_\_\_\_

**SELECT THE STRUCTURE TYPE & FILL IN THE TABLE.**

Quantity	Structure Type (Section 402)	Dimensions	Square Feet	Height	Material	Temporary Sign Dates (if needed)
	Ground					
	Marquee					
	Pole					
	Projecting					
	Roof					
	Suspended					
	Wall					
	Window					
	Awning					
	Banner					
	Poster					
	Portable					
	Development Sign					
	Playbill					
	Temporary					

I certify that all of the statements made in this application and any attached documents are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that false information may be grounds for rejection of this application. Authorized City of Henderson representatives are granted right of entry to make evaluations or inspections and to release information upon public request.

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Owner or Authorized Agent*

\_\_\_\_\_  
*Date*

**Ordinance**

Section 403.1: Compliance: No sign of any type shall be constructed, erected, painted, repainted, posted, reposted, placed, replaced or hung in any district except in compliance with this ordinance. However, permitted signs or signs in existence before July 1, 1974 on the site of the business premises may be repainted or replaced at the same location with a sign constructed of similar building materials and the same size or smaller when merely the name of the business on said site, or product sold there at or services rendered thereat, is changed. (Amended 8/22/77)

**FOR DEVELOPMENT SERVICES DEPARTMENT ONLY**

Received by: _____ Fee: _____	PIN #: _____
Date Paid: _____ How Paid: _____	Zoning: _____ Front Setback: _____
Check #: _____ Receipt#: _____	Side Setback: _____ Rear Setback: _____