

Town of Black Mountain Planning and Development Services Sign Permit Application

Permanent, temporary, and political signs require a sign permit. Please review the checklist below and complete the attached application.

- Completed application with all applicable information.
- Consent of the owner, or the owner's agent, granting permission for the placement or maintenance of the sign. Attach a separate sheet as necessary.
- Name, address, and phone number of the sign contractor responsible for the installation and/or maintenance of the sign.
- A full-color, scaled rendering of the proposed signage, including the type of sign to be erected, the area of the sign, the height of the sign, the shape of the sign, how the sign is to be illuminated (if at all) and an explanation of how the sign is to be mounted or erected.
- Wall sign applications will indicate the width in linear feet of the wall or canopy on which the sign will be mounted, and the height above grade at which the sign will be mounted. **Wall signs are limited to fifty (50) percent of the wall surface area not counting doors and windows.**
- Application for free-standing signs shall include a separate site plan drawn to scale, including a boundary survey of the property, total acreage, the proposed location of the subject sign, location of all ground signs on the property, entrance driveways from public streets, street rights-of-way, public or private easements, and building locations. **Free-standing signs are limited to eighty-four (84) square feet in surface area per side of sign and limited to twenty-five (25) feet in height unless along US 70 and the height is limited to twelve (12) feet.**
- Applications for signs requiring the installation of new electrical conductors and/or conduits shall secure the requisite electrical permits as required by the Building Inspector.
- Applications for new ground signs shall secure the requisite building permits for footer installation and inspection as required by the Building Inspector.

Note: No signs will be permitted by the Town to be located in any right-of-way. For information about placing signs in NCDOT right-of-way, please contact Paul Roberts at (828) 298-2741.

Note: Temporary and political signs require a deposit. Temporary signs are limited to thirty (30) days. Political signs may be placed thirty (30) days before the start of early voting and must be removed ten (10) days after the election.

All applications will be processed and made available to the applicant within five (5) business days from the date of submission.

Town of Black Mountain
160 Midland Avenue, Black Mountain, NC 28711
Phone: 828-419-9300 ~ Fax: 828-669-2030

SIGN PERMIT APPLICATION

www.townofblackmountain.org

Subject Property	Address:		
Applicant	Parcel Id:	Lot Size:	<input type="checkbox"/> sf <input type="checkbox"/> acre
	Name:		
	Address:		
Property Owner	Phone:	Fax:	Email:
	Owner's Name:		
	Owner's Address:		
Sign Description	Sign Information		
	Sign Type:	Shape of Sign:	
	Height of Sign:	Lighting Type:	
	Color & Material:	Dimensions/Area:	
	Width of Wall:	Height of Wall:	Setback from Right-of-Way:
Sign Contractor	Company Name:		
	Contact Name:		
	Address:		
	Phone:	Fax:	Email:
Signatures	<i>I hereby certify that all information provided herein is true and correct and I acknowledge compliance with all requirements of the Town of Black Mountain Zoning and Sign Ordinances. If any information is found to be false or misrepresented, the permit will be deemed invalid. I agree to indemnify and hold the city harmless from all damages, demands or expenses of every character which may in any manner be caused by the sign or sign construction.</i>		
	Applicant's Name:		
	Applicant's Signature:	Date:	
	Property Owner's Name:		
	Property Owner's Signature:	Date:	
Staff	Staff Only		
	Received by:	Decision:	Date:
	Permit #:	Zoning Case #:	Date:
	Total Fees:	Receipt #:	Date: