



# TOWN OF KNIGHTDALE

## DEVELOPMENT SERVICES DEPARTMENT

[www.knightdalenc.gov](http://www.knightdalenc.gov)

950 Steeple Square Court  
Knightdale, NC 27545  
(v) 919-217-2242  
(f) 919-217-2249

### SIGN PERMIT APPLICATION

Chapter 12 of the Unified Development Ordinance (UDO) specifies the standards for signage being proposed within the Town of Knightdale and its extraterritorial jurisdiction (ETJ). The Zoning Compliance Permit portion of this Sign Permit Application is required for all signage that is not listed as exempt under Section 12.4 of the UDO. Most signs, except for those in which only the sign face is being replaced, will also be required to fill out the Commercial Building Permit portion of this Sign Permit Application.

Please return the completed application to the Development Services Department with the required filing fee and information.

#### ZONING COMPLIANCE

PROJECT NAME: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

WAKE CO. PIN#(s): \_\_\_\_\_

SHOPPING CENTER: \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_ SITE ACRES: \_\_\_\_\_ INSIDE CORPORATE LIMITS?: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DATE: \_\_\_\_\_

LAND OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DATE: \_\_\_\_\_

#### **SUBMITTAL REQUIREMENTS:**

- \* COMPLETED APPLICATION FORM. Application must be signed by the applicant and property owner.
- \* \$75.00 PROCESSING FEE. *(Commercial Building Permit fees, if applicable, will be calculated and due upon receipt of permit.)*
- \* 4 COPIES - SKETCH PLAN/PLOT PLAN FOR MONUMENT SIGNS. In accordance with Section 16.4 of the UDO, the sketch plan for a monument sign or other ground sign should include the property boundaries, the location of existing/proposed structures and the location of existing/proposed signage. The location of proposed signage should be easily identifiable on the sketch plan.
- \* 4 COPIES - BUILDING ELEVATIONS FOR WALL SIGNS. Building elevations must show the existing building facade, including its overall height and width, along with the proposed signage drawn/imposed to scale.
- \* 4 COPIES - SCALED DRAWINGS. Each proposed sign must be shown on a scaled drawing that identifies color, materials, dimensions (and in the case of a Commercial Building Permit, all other information required by the NC Building Code necessary for the issuance of a building permit).

*(Failure to submit all items will result in the delay of your application. Applications which are not complete will be returned to the applicant with a notation of deficiencies. No application shall be accepted by the Land Use Administrator unless it contains all of the information necessary to determine if the signs, if completed as proposed, will comply with all of the requirements of the UDO.)*

#### THIS SPACE FOR DEVELOPMENT SERVICES STAFF ONLY

CASE NUMBER: **SP** - - SUBMITTAL DATE: X-REFERENCES:

FILING FEE AMOUNT PAID: INITIAL FOR PAYMENT COLLECTED:



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### APPLICATION FOR COMMERCIAL BUILDING PERMIT - SIGNS

<b>PERMIT #</b> _____	Date: _____
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Applicant: _____		Phone: _____	
Property Owner: _____			
Address: _____		City/State: _____	Zip: _____
Project Address: _____		Jurisdiction: <u>KNIGHTDALE</u>	
Multiple Tenant Sign? _____		Work Type: _____	
Existing Use: _____		Proposed Use: _____	
Construction Type: _____			

Sign Installer: _____		Lic.# _____	
Address: _____		City/State: _____	Zip: _____
Primary Contact: _____		Phone: _____	
Email: _____		Fax: _____	
Electrical Contractor: _____		Lic.# _____	
Address: _____		City/State: _____	Zip: _____
Directions: _____			

TRADE	CONTRACT COST	FEE**
Electrical	_____	_____
Building*	_____	_____
<b>TOTAL</b>	_____	_____

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**PIN# _____	Zoning: _____	Book of Maps: _____	Page: _____
Acres: _____	Census Tract: _____	Flood Certification Required? <input type="checkbox"/>	Approved By: _____
Water Supply: _____	Wastewater: _____	Provider: _____	
Conditions of Permit: _____			
<b>APPROVED BY:</b> _____			<b>DATE:</b> _____

\* Building Cost = Total Cost Less Subcontract Costs Listed Above. \*\* Areas for Office Use Only.



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### APPLICATION FOR COMMERCIAL BUILDING PERMIT cont.

## TOWN OF KNIGHTDALE / WAKE COUNTY BUILDING INSPECTIONS AFFIDAVIT OF WORKERS' COMPENSATION COVERAGE NORTH CAROLINA GENERAL STATUTES 87 AND 97

The undersigned applicant for Building Permit Number \_\_\_\_\_, being the:

Unlicensed Contractor   
  Owner   
  Officer/Agent of the Contractor/Owner  
 License #: \_\_\_\_\_

do hereby positively declare under penalties of perjury that the person(s), firm(s), or corporation(s) performing the work set forth in the permit (*check one*):

- has/have three (3) or more employees and have obtained workers' compensation insurance to has/have one (1) or more subcontractor(s) and have obtained workers' compensation insurance to cover them,
- has/have one (1) or more subcontractor(s), who has/have no employees and have waived in writing their right to coverage by their contractor or if required have their own policy of workers' compensation covering themselves,
- has/have not more than two (2) employees and no subcontractors,
- has/have paid the licensing tax for General Contractors as required by the Revenue Act of the State of NC,
- has/have applied for permit where the project cost is under \$30,000 and I am therefore exempt from Licensed General Contractor requirements specified by G.S. 87-14,
- has/have applied for permit under owner exception to the licensing requirements by mandating occupancy of the premises for 12 months following completion of the project,

while working on the project for which this permit is sought. It is understood that the Wake County Inspections Division may require certificates of coverage and/or waivers of workers' compensation insurance coverage prior to issuance of the permit. This document must be signed by the owner of a proprietorship, partner in a partnership, officer or manager of a LLC, or property owner (as the case may be) appearing as the contractor on the building permit.

*NOTE: Signature to be either witnessed by a representative of the Town of Knightdale or Notarized.*

FIRM/PROPERTY OWNER NAME: _____		
OFFICER/PARTNER/FIRM OWNER: _____		
TITLE: _____	SIGNATURE: _____	DATE: _____

WITNESSED: Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. PLAN REVIEWER INITIALS \_\_\_\_\_

NOTARIZED:

\_\_\_\_\_  
Signature of Notary    (SEAL)    My Commission Expires on \_\_\_\_\_, 20\_\_\_\_\_.