



TEMPORARY SIGN PERMIT APPLICATION

TOWN OF BELVILLE

63 River Road, Belville, NC 28451 910.371.2456 Fax: 910.371.2474

This permit application should be used for all temporary signs including: construction signs, banners. Political signs are exempt.

NOTE: A separate Sign Permit Application must be completed for each individual proposed sign.

Street Address of Proposed Sign: _____ Suite/Unit/Space# _____

Tenant/Business Name: _____

The proposed sign is for a tenant/business located in a multiple-tenant building or development. Yes No

The proposed temporary sign will be displayed from _____ (date) to _____ (date).

Brief description of the sign, including the type of material uses and how it will be secured to the building: _____

Attach the following supporting materials to complete this application.

1. Fee of \$50.00
2. A scaled drawing, including dimensions for the sign.
3. A scaled down drawing, including dimensions of the building or structure on which the sign is to be located, with the proposed sign shown.
4. If the sign is freestanding, a scaled site plan of the property on which the sign is to be located, indicating property lines, all site improvements, and the location of the temporary or seasonal sign.

Applicant: _____ Phone: _____ Fax: _____

Mailing Address: _____ Mobile: _____
Address City State Zip

By signing this application, I certify that all information provided is true. I further understand if any information provided is found to be incorrect or falsely stated, this permit may be voided, and I may be responsible for violation of any and all related laws and ordinances. I further understand that installation of a sign without an approved permit is a violation of the Town of Belville Code of Ordinances and is cause for a doubled permit fee and any additional enforcement action by the Town of Belville necessary to ensure compliance with its laws and ordinances.

Applicant Signature: _____ Date: _____

Printed Name: _____