



**Department of Community Development**  
 PO Box 8369  
 1240 Duck Road, Suite 106  
 Town of Duck, North Carolina 27949  
 (252) 255-1234

Date Received: \_\_\_\_\_

Permit #: \_\_\_\_\_

\*Optional fields are indicated in light blue, and indicate useful information for you the applicant to calculate. Final calculations of these fields are subject to change based upon field verification by the Town of Duck Department of Community Development. For explanations of each type of maximum allowance reference the last page of this document.

### Sign Permit Application

Project Address: \_\_\_\_\_ PIN #: \_\_\_\_\_

Description of Work \_\_\_\_\_

\_\_\_\_\_

**Property Owner:** \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address/Email: \_\_\_\_\_

**Business Owner:** \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address/Email: \_\_\_\_\_

**Applicant:** \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address/Email: \_\_\_\_\_

**Project Summary:** (check all that apply)

Type of Sign	Work Type
<input type="checkbox"/> Freestanding <input type="checkbox"/> Window <input type="checkbox"/> Subdivision <input type="checkbox"/> Ground Mounted <input type="checkbox"/> Under Canopy <input type="checkbox"/> Directional <input type="checkbox"/> Roof <input type="checkbox"/> Porch <input type="checkbox"/> Building Directory <input type="checkbox"/> Wall / Rail <input type="checkbox"/> Temporary <input type="checkbox"/> Reader Board / Marquee	<input type="checkbox"/> New <input type="checkbox"/> Addition to existing sign <input type="checkbox"/> Repair / Maintenance <input type="checkbox"/> Reface / Name Change <input type="checkbox"/> Other / Temporary

**Business Frontage** (with a bona fide entrance): \_\_\_\_\_ L.F. x 2 = \_\_\_\_\_ sq/ft of allowable signage excluding freestanding/ground mounted signage

Project Cost Estimate:	Building	Electrical	Other	Total
	\$ _____	\$ _____	\$ _____	\$ _____

**Freestanding/Ground Mounted:**

- a. Site plan provided?  Yes  No
- b. Height measured from lowest adjacent grade to top of sign \_\_\_\_\_ inches
- c. Distance from lowest adjacent grade to lowest horizontal member of sign \_\_\_\_\_ inches
- d. *Maximum sign height* <sup>1</sup> \_\_\_\_\_ inches
- e. Sign dimensions \_\_\_\_\_ (in) x \_\_\_\_\_ (in)
- f. Reader board included?  Yes  No
- g. Reader board dimensions (if applicable) \_\_\_\_\_ (in) x \_\_\_\_\_ (in)
- h. Sign lighting?  Yes  No

**Specify approximate sign location:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Roof:**

	<b>Sign 1</b>	<b>Sign 2</b>	<b>Sign 3</b>
a. Building plan provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Sign area (on which sign will go)	_____(in) x _____(in)	_____(in) x _____(in)	_____(in) x _____(in)
c. Maximum sign allowable <sup>2</sup>	_____ (in)	_____ (in)	_____ (in)
d. Sign dimensions	_____(in) x _____(in)	_____(in) x _____(in)	_____(in) x _____(in)
e. Reader board included?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Reader board dimensions (if applicable)	_____(in) x _____(in)	_____(in) x _____(in)	_____(in) x _____(in)
g. Sign lighting?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
h. Existing Signage? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	_____(in) x _____(in)	_____(in) x _____(in)	_____(in) x _____(in)

**Specify approximate sign location:**

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**Wall/Railing:**

	<b>Sign 1</b>	<b>Sign 2</b>	<b>Sign 3</b>
a. Building plan provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Wall/Rail area (on which sign will go)	_____(in) x _____(in)	_____(in) x _____(in)	_____(in) x _____(in)
c. Maximum sign allowable (20% of wall plane area) <sup>3</sup>	_____ (in)	_____ (in)	_____ (in)
d. Sign dimensions	_____(in) x _____(in)	_____(in) x _____(in)	_____(in) x _____(in)
e. Reader board included?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Reader board dimensions (if applicable)	_____(in) x _____(in)	_____(in) x _____(in)	_____(in) x _____(in)
g. Sign lighting?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
h. Existing Signage? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	_____(in) x _____(in)	_____(in) x _____(in)	_____(in) x _____(in)

**Specify approximate sign location:**

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**Window:**

	<b>Sign 1</b>	<b>Sign 2</b>	<b>Sign 3</b>
a. Building plan provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Window area (on which sign will go)	_____(in) x _____(in)	_____(in) x _____(in)	_____(in) x _____(in)
c. Maximum sign allowable (25% of window area) <sup>4</sup>	_____ (in)	_____ (in)	_____ (in)
d. Sign dimensions	_____(in) x _____(in)	_____(in) x _____(in)	_____(in) x _____(in)
e. Sign lighting?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Existing Signage? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	_____(in) x _____(in)	_____(in) x _____(in)	_____(in) x _____(in)

**Specify approximate sign location: Specify approximate sign location:**

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<b>Reader Board/Marquee:</b>	
a. Site plan provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Sign dimensions	_____ (in) x _____ (in)
c. Rows of changeable copy	_____ (# of rows) at _____ (in)
d. Maximum sign allowable	12 Square Feet
e. Sign lighting?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Specify approximate sign location:</b>	
_____	
_____	
_____	
_____	
<b>Under Canopy:</b>	
a. Site plan provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Sign dimensions	_____ (in) x _____ (in)
c. Maximum sign allowable	4 Square Feet
d. Clearance below sign	80 Inches
<b>Specify approximate sign location:</b>	
_____	
_____	
_____	
_____	
<b>Porch:</b>	
a. Sign dimensions	_____ (in) x _____ (in)
b. Sign lighting?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Specify approximate sign location:</b>	
_____	
_____	
_____	
_____	

*I hereby certify that all information is correct and all work will comply with the State Building Code and all other applicable State and Local laws, ordinances and regulations. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.*

Applicant Signature	Date	Property Owner Signature (if different from applicant)	Date
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<sup>1</sup>If distance from lowest adjacent grade to lowest horizontal member is ≥ 8", maximum sign height is 12 feet; if distance is < 8", maximum sign height is 8 feet.  
<sup>2</sup>Maximum sign area is equal to 25% of the area of the roof plane to which the sign is attached.  
<sup>3</sup>Maximum sign area is equal to 20% of the area of the wall plane to which the sign is attached.  
<sup>4</sup>Maximum sign area is equal to 25% of the total aggregate window area.