



CITY OF KINSTON

Planning Department

Post Office Box 339 / 207 East King Street
Kinston, North Carolina 28502
Phone 252-939-3271
planning@ci.kinston.nc.us

OFFICE USE ONLY

APP # _____

P.D. _____

PT: _____

SIGN ZONING PERMIT APPLICATION

Project Name: _____

Project Address: _____

Installer/Contractor Business Name: _____

Contact Name: _____

Address: _____

Contact Phone: _____ Email: _____

Property Owner Name: _____ Phone: _____

Description of Proposed Sign: _____

Dimensions: Total square footage: _____ Maximum height and width of facing _____ X _____

Minimum distance from property lines: _____ Minimum distance from Street R/W: _____

Length of wall frontage or side street _____ ft

Plan requirements:

Site plans: Site plans showing the distances to property lines and location and size of other signs on the property are required. Please attach existing facade and proposed signage superimposed on existing facade or structure.

Minimum Inspections Required:

Compliance Inspection: Inspected prior to digging footings or pouring concrete.

Electrical Permits: An additional permit is required for associated electrical work and is not included with a sign permit.

PERMIT COST = \$100.00 MINIMUM FEE \$250.00 for Billboards

I hereby certify that all information in this application is correct and all work will comply with the state building code and all other applicable state and local laws, ordinances and regulations. The Planning Department will be notified of any changes of the approved plans and/or specifications for the project herein.

Print Name: _____

Signature _____ Date: _____

Representing (Business Name) : _____

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Office Use:

Site Plan/Zoning Approval: _____ Date: _____

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