

**TOWN OF SPRING LAKE SIGN PERMIT APPLICATION**  
Please submit your application to our new online portal, [click here](#).

Complete address where work will be performed: \_\_\_\_\_  
Spring Lake, NC 28390

Permit to be issued to: (Contractor/Business Name) \_\_\_\_\_  
Address \_\_\_\_\_ Phone: \_\_\_\_\_  
NC License Number: \_\_\_\_\_ Email: \_\_\_\_\_

Complete Name of Property Owner: \_\_\_\_\_  
Property Owner's Address: \_\_\_\_\_  
Property Owner's Phone Number: \_\_\_\_\_

Electrical Contractor's Name: \_\_\_\_\_  
Contractor's Address: \_\_\_\_\_

**SIGN INFORMATION**

Type of Sign: \_\_\_\_\_

<b>New</b> _____	<b>Replacement</b> _____
Size of proposed sign _____	Current sign area _____
Electrical load of sign _____	Size of proposed sign _____
	Electrical load of sign _____
	Face replacement only _____

\*\*A minimum permit fee will be charged if priced items total less than the minimum permit fee.

**Special notes for sign permits:**

1. A complete set of plans, specifications, and methods of construction must be submitted for review by the building inspector prior to the permit being approved.
2. A site plan indicating location must be submitted and approved by the zoning officer prior to submitting the permit application.
3. An electrical permit is required for all signs with electrical wiring.
4. Footings must be approved prior to setting the sign.

YOU MUST CALL TO SCHEDULE AN INSPECTION AT THE PROPER STAGE (S) OF WORK. CALL THE INSPECTIONS DEPARTMENT AT (910) 985-7265 TO SCHEDULE INSPECTION.

The undersigned hereby makes an application for a permit and inspection of the work described and agrees to comply with all applicable laws regulating the work performed.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_