



CITY OF KINSTON

Permits, Inspections & Code Enforcement

Post Office Box 339 / 205 East King Street

Kinston, North Carolina 28502

Phone 252-939-3265 - Fax 252-939-3127

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OFFICE USE ONLY

APP # _____

P.D. _____

PT: _____

SIGN PERMIT APPLICATION

Project Name: _____

Project Address: _____

Installer/Contractor: _____ 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: _____

Plan requirements:

Site plans: Site plans showing the distances to property lines and location and size of other signs on the property are required.

Structural plans: Plans for signs over 10' high and 32 square feet may require design calculations or to be sealed by a professional engineer. Plans for wall signs are required to show support and construction methods. All Plans must bear the name and address of the person responsible for the design.

Minimum Inspections Required:

Footing/Foundation: Inspected prior to concrete placement when excavations are made and when reinforcement and attachment bolting is in place.

Final: Inspected when sign installation is complete.

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

Continued...

PERMIT COST = 1% OF TOTAL VALUE \$100.00 MINIMUM FEE \$250.00 for Billboards

Project Valuation: \$_____ Permit Fee \$_____

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 Inspection Department will be notified of any changes of the approved plans and/or specifications for the project herein.

Print Name: _____

Signature _____ Date: _____

Representing: _____

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Office Use:

Site Plan/Zoning Approval: _____ Date: _____

Structural Plan Approval: _____ Date: _____

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