



Sign Permit Application
City of Hendersonville
 Community Development Department
 City of Hendersonville
 100 N. KING STREET
 HENDERSONVILLE NC 28792

TO BE COMPLETED BY STAFF

PERMIT # _____

Application Date: _____

Issuance Date: _____

FEE \$ _____	CASH CHECK # _____
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Project Address:		Unit/Lot #:
Parcel Identification # (PIN):		<input type="checkbox"/> Single Tenant <input type="checkbox"/> Multi Tenant Building
Name of Business (tenant):		<input type="checkbox"/> owner occupied <input type="checkbox"/> rental
Business (tenant) mailing address:		Zoning District:
Business (tenant) email:	Business (tenant) phone #:	

CHECK ALL THAT APPLY:

SIGN TYPE <input type="checkbox"/> New <input type="checkbox"/> Alteration <input type="checkbox"/> Face Change* <input type="checkbox"/> Awning w/Signage <input type="checkbox"/> Awning Only <small>*NOTE: Face change refers to the removal and replacement of an individual plastic panel from an existing sign (usually multi tenant). A face change does not require the replacement or modification of the sign frame, structure, or electrical components</small>	<input type="checkbox"/> Temporary	Start Date: _____ End Date: _____ Size in Square Footage: _____ Height: _____ Property Location: _____	
	<input type="checkbox"/> Permanent	<input type="checkbox"/> Single Face <input type="checkbox"/> Double-Face <input type="checkbox"/> Freestanding <input type="checkbox"/> Attached Illuminated? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: <input type="checkbox"/> Internally Lit <input type="checkbox"/> Externally Lit	

SIGN APPLICATION REQUIREMENTS

Completed sign application Site Plan Elevation Drawings
 Permit Application Fee – (based on cost of sign)

Minimum - Minimum - \$40.00		
\$1,000 - \$45.00	\$5,000 - \$65.00	\$9,000 - \$85.00
\$2,000 - \$50.00	\$6,000 - \$70.00	\$10,000 - \$90.00
\$3,000 - \$55.00	\$7,000 - \$75.00	Over \$10,000 - \$40 per \$1000 over \$10,000
\$4,000 - \$60.00	\$8,000 - \$80.00	

TOTAL COST OF SIGN(S) \$ _____

SIGN MEASUREMENTS

	SIGN 1	SIGN 2	SIGN 3	SIGN 4
SIGN TYPE				
# OF FACES				
COST	\$	\$	\$	\$
HORIZONTAL DIMENSION	FT	FT	FT	FT
VERTICAL DIMENSION	FT	FT	FT	FT
STORE FRONTAGE (Multi-tenant attached units)	Linear Ft	Linear Ft	Linear Ft	Linear Ft
TOTAL HEIGHT ABOVE GRADE	FT	FT	FT	FT
SETBACK OR PROJECTION (if required)	FT	FT	FT	FT
TOTAL SQUARE FOOTAGE	SQ FT	SQ FT	SQ FT	SQ FT

PERMIT #	
PROJECT ADDRESS	
APPLICANT	

OWNER INFORMATION – REQUIRED <i>Owner signature required on all applications involving work on the real property; land disturbance, demolition, and/or work involving new or existing construction</i>			
Property Owner Name(s):	Email Address:	Phone Number:	
Mailing Address:	City:	State:	Zip:
Signature (Affidavit required for Authorized Agents)		Date:	
APPLICANT INFORMATION – REQUIRED – The undersigned certifies that all information in this application is correct			
Applicant:	Email Address:	Phone Number:	
Mailing Address:	City:	State:	Zip:
Signature		Date:	

REMARKS

MUST MEET ALL REQUIREMENTS OF THE CITY OF HENDERSONVILLE ZONING ORDINANCE

OTHER: _____

THIS ZONING PERMIT IS HEREBY APPROVED	
ZONING OFFICIAL	APPROVAL DATE
ZONING OFFICIAL SIGNATURE	

THIS ZONING PERMIT IS HEREBY REJECTED	
ZONING OFFICIAL	REJECTION DATE
ZONING OFFICIAL SIGNATURE	

This is NOT a building permit. Building permits must be obtained from Henderson County – <https://www.hendersoncountync.gov/permitcenter/page/permit-process>
 For questions – please contact Permit and Inspections staff at (828) 697-4830

Properties located in the Historic Districts of Hyman Heights, Druid Hills or Main Street may require Certificates of Appropriateness prior to zoning and building permits – for additional information on historic districts/buildings, the COA process and more, you may visit www.hendersonvillehpc.org or call 828-697-3010.

For general permit information and questions you may contact 828-697-3010 or email: communitydevelopment@hvlnc.gov