



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
\$ 75.00	CHECK #

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"/> Animated Signs – please email Planning@HVLNC.Gov for the supplemental form	<input type="checkbox"/> Temporary	Start Date: _____	End Date: _____
		Size in Square Footage: _____	Height: _____
	<input type="checkbox"/> Permanent	Property Location: _____	
		<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 – \$75.00 – New Fee effective 7/1/2023

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 & SIGNATURE– <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			
Property Owner Name(s):	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	REASON FOR REJECTION
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 Henderson County 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:Planning@hvlnc.gov