



# TEMPORARY SIGN PERMIT APPLICATION

## TOWN OF BELVILLE

497 Olde Waterford Way, Suite 205, Belville, NC 28451

910.371.2456 Fax: 910.371.2474

This permit application should be used for all temporary signs including construction signs and banners. Political signs are exempt.

**NOTE:** A separate Sign Permit Application must be completed for each individual proposed sign.

Street Address of Proposed Sign: \_\_\_\_\_ Suite/Unit/Space# \_\_\_\_\_

Tenant/Business Name: \_\_\_\_\_

The proposed sign is for a tenant/business located in a multiple-tenant building or development.  Yes  No

The proposed temporary sign will be displayed from \_\_\_\_\_(date) to \_\_\_\_\_(date).

Brief description of the sign, including the type of material uses and how it will be secured to the building: \_\_\_\_\_

### Attach the following supporting materials to complete this application.

1. Fee of \$50.00
2. A scaled drawing, including dimensions for the sign.
3. A scaled down drawing, including dimensions of the building or structure on which the sign is to be located, with the proposed sign shown.
4. If the sign is freestanding, a scaled site plan of the property on which the sign is to be located, indicating property lines, all site improvements, and the location of the temporary sign.

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Mobile: \_\_\_\_\_  
*Address City State Zip*

By signing this application, I certify that all information provided is true. I further understand if any information provided is found to be incorrect or falsely stated, this permit may be voided, and I may be responsible for violation of any and all related laws and ordinances. I further understand that installation of a sign without an approved permit is a violation of the Town of Belville Zoning Ordinance and is cause for additional enforcement action by the Town of Belville necessary to ensure compliance with its laws and ordinances.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_