



Sign Permit Procedures

Revised 5-22-07

Sign Fees	
Ground: On/Off Premises, each	\$130.00
Wall, Roof, Projecting, first sign	\$ 95.00
each additional sign	\$ 25.00
Panel Change-Outs, first sign	\$ 60.00
each additional sign	\$ 10.00

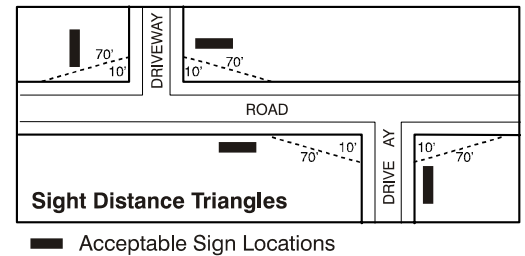
The erection of a sign in Winston-Salem or Forsyth County including all municipalities except Kernersville requires a permit from the Inspections Division. All signs must meet the 2006 North Carolina Building Code, Appendix H; the Unified Development Ordinances (UDO); and the Winston-Salem City Code if located inside the city. These codes will be used to verify compliance during plan review prior to the issuance of a sign permit. The following are the plan submittal requirements for a sign permit from the Inspections Division.

Application: Complete an application form for a **Commercial Building/Zoning Permit** and provide all necessary information including *Contractor ID #, address, contact person and telephone number*. Forms are available at www.inspectnet.org. *Incomplete forms will be returned to applicant. Please do not submit payment with application.*

Plan Size: Minimum size: 8" X 11" ; maximum size: 11"x17"

Number of Plans: Three (3) sets including the site plan.

Site Plans: A site plan for the entire property or leased area must be drawn to scale and show the location of all existing and proposed signs on the subject property. All proposed wall or projecting signs shall be shown on the wall(s) where they will be installed. All proposed ground signs must be located outside sight distance triangles at the driveway entrance(s) to the site of at least 10 feet by 70 feet as shown on the illustration to the right.



Plan Details: Sign dimensions and sign copy area (measurement) calculations .

Sign Measurement: Internally illuminated or changeable panels: Computed as the smallest rectangle encompassing the extreme limits of the panels and structure less than three inches (3") wide, regardless of sign shape and whether or not open spaces exist.

All other signs: Computed as the smallest rectangle or sum of contiguous rectangles which completely encompasses the sign message, including letters, words, and graphic elements.

On-Premises Freestanding Signs: (less than 6' in height) Show footing details and information on supporting structure, pole, etc.

On-Premises Freestanding Signs: (6' or more in height) Show footing details and information on supporting structure, pole, etc. Plans must be sealed by an engineer from the state of North Carolina.

Attached Signs: Anything that is mounted to the exterior of the wall shall be safely and securely attached by means of metal anchors, bolts or expansion screws of not less than 3/8-inch (9.5 mm) diameter and shall be embedded at least (5) five inches (127 mm). Wooden blocks shall not be used for anchorage, except in the case of signs attached to buildings with walls of wood. Attached signs shall not be supported by anchorages secured to an un-braced parapet wall. These sign mounting requirements may be superseded by other acceptable methods approved by our office

Projecting Signs: Requirements are the same as for attached signs except the diameter of the required anchors, bolts or expansion screws cannot be not less than 5/8-inch (15.9 mm). These sign mounting requirements may be superseded by other acceptable methods approved by our office

If there are any questions, please feel free to contact us.

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Plan Submittal: Donna Beck (336) 747-7300

UDO (Sign) Code: Fred Holbrook (336) 727-2595