



**SIGN PERMIT APPLICATION**

**Permit #:** \_\_\_\_\_

**Applicant Instructions:** Only complete applications will be accepted. For reference, find online the Town of Butner Land Use Ordinance. (See: <http://www.butnernc.org/departments/planning-and-zoning/>).

**Staff recommends using Granville County's GIS complete Sections 1 and 2 below:** [www.granvillegis.org](http://www.granvillegis.org). Select the Online Maps tab to get to the online GIS. You can search by your address. Click on your parcel to pull up Map #, acreage, etc. as needed below.

At any time, if you have questions, please contact us by phone or email ([planning@butnernc.org](mailto:planning@butnernc.org)).

Map or Record# will be found by checking Granville County GIS. [www.granvillegis.org](http://www.granvillegis.org)

**Map or Record #:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**City/State:** Butner, NC      **Zip Code:** \_\_\_\_\_

**Industrial Park, Shopping Center or Subdivision Name:** \_\_\_\_\_ (if not known nor applicable, enter NA)

If residential subdivision, lot #: \_\_\_\_\_ (if not known, enter NA)

TYPE OF SIGN <i>(wall, ground, Banner, etc.)</i>	QUANTITY	SIGN AREA (size)	SIGN HEIGHT	EXISTING / NEW	PROJECTION?

FOR WALL SIGNS: Area of Wall

Length \_\_\_\_\_ feet X

Height \_\_\_\_\_ feet =

\_\_\_\_\_ Area

Is the sign illuminated? Yes    No      Internally? Yes    No    *Provide color design proofs with application that include measurement details.*

**PROPERTY OWNER INFORMATION AND APPROVAL\*\*\***

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

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

**APPLICANT INFORMATION (If different from Property Owner)**

Are you the property owner? Yes No (if no, see below)

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

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

**SECTION 2: SKETCH PLAN**

**(NOT REQUIRED FOR INTERIOR ONLY MODIFICATIONS)**

**For Sign(s):** Sketch or attach sign layout. Show the property and buildings in reference to streets and show the placement of the sign in site plan view. Include sign proof(s) and measurements.

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**SECTION 3: STAFF**

Date Rec'd: \_\_\_\_\_

Total Fees Due with Application: \_\_\_\_\_

Form of Payment / Check Number: \_\_\_\_\_

Permit Number / Date Issued: \_\_\_\_\_

*Staff: Scan application and associated materials and save in PERMITS folder.*