



Town of  
**Stallings**

315 Stallings Road ▪ Stallings, North Carolina 28104

Permit Type: **Permanent Sign Permit**



**Temporary Sign Permit**



**\*Please reference the Fee Schedule  
for permit cost.**

Permit Number (Staff): \_\_\_\_\_

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

**Applicant Information**

Property Owner Name\*:

Phone #\*:

Street Address of Sign\*:

City, State, Zip:

Contractor/Company Name:

Company Phone #:

Company Address:

City, State, Zip:

Development/Subdivision/Business:

Email\*:

Lot Area:

Parcel Id #:

**Sign Description**

Sign Type:

Picture/Plans Attached?\* Yes

No

Color and Material:

Height above Grade:

Sign Area:

Lighting Type:

Height & Width of Wall (wall sign):

Duration (if Temporary):

Are there any other signs presently on the site?

Yes

No

**\*Required**

*(2<sup>nd</sup> Page continued\*)*

*I hereby certify that all the information provided for this application is, to the best of my knowledge, accurate and I acknowledge compliance with all requirements of the Town of Stallings Sign Ordinances.*

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant\*: \_\_\_\_\_ Date: \_\_\_\_\_

*Staff Only*

APPROVED

DISAPPROVED

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

Signature of Zoning Official: \_\_\_\_\_ Date: \_\_\_\_\_

**For Permanent sign permit:**

Except for those signs which may be erected without obtaining a permit, every person desiring to erect a sign in the Town of Stallings shall first obtain a sign permit and all other permits required for the desired structure in accordance with Town ordinances. Please review this checklist, complete the Permanent Sign Application form attached, and deliver them with all required supplemental documents. Completed application with all applicable information.

- Consent of the owner, or the owner's agent, granting permission for the placement or maintenance of the sign. Attach a separate sheet as necessary. Name, address, phone number of the sign contractor responsible for the installation and/or maintenance of the sign.
- A full-color, scaled rendering of the proposed signage, including the type of sign to be erected, the area of the sign, the height of the sign, the shape of the sign, how the sign is to be illuminated (if at all) and an explanation of how the sign is to be mounted or erected.
- Wall sign applications will indicate the width and height in linear feet of the wall or canopy on which the sign will be mounted, and the height above grade at which the sign will be mounted.
- Application for ground signs shall include a separate site plan drawn to scale, including a closed boundary survey of the property, gross acreage, the proposed location of subject sign, location of all ground signs on the property, entrance driveways from public streets, street rights-of-way, public or private easements, building locations, gross area of buildings and floor area occupied by subject owner or tenants.
- Applications for signs requiring the installation of new electrical conductors and/or conduits shall secure the requisite electrical permits as required by the Union County Building Inspection Office.
- Applications for new ground signs shall secure the requisite building permits for footer installation and inspection as required by the Union County Building Inspection Office.
- The payment in full of the applicable application fee(s).

**For Temporary Sign Permit:**

Except for those signs which may be erected without obtaining a permit, every person desiring to erect a temporary sign in the Town of Stallings shall first obtain a temporary sign permit and all other permits required for the desired structure in accordance with Town ordinances. Please review this checklist, complete the Temporary Sign Application form attached, and deliver them with all required supplemental documents.

- Completed application with all applicable information.
- A full-color, scaled rendering of the proposed signage, including the type of sign to be erected, the area of the sign, the height of the sign, and the shape of the sign.
- All temporary promotional signs require approval from the Planning/Zoning Department.
- Maximum number of signs is 1. The maximum size of all temporary signs is 60 Square Feet.
- A special event banner shall be limited to 21 days per event with no more than 4 events per calendar year 60 days apart.
- New permits will be accepted until the expiration of any valid permit and removal of the expired sign.
- All signs must be located on-site and may be attached to a building, fence or wall. Freestanding banners must be located outside of all right of ways and sight triangles so no to impede vehicular traffic.
- **No off premise signs are allowed.**
- The payment in full of the applicable application fee(s).