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## HARNETT COUNTY CENTRAL PERMITTING

### SIGNAGE PERMIT GUIDE

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#### COMMERCIAL SIGNS FOR EXISTING BUSINESSES

**STEP ONE (if not in a Town):** Submit a Commercial Land Use Application.

- Quick Access Link: <https://gis.harnett.org/gisviewer/>
- If GIS does not reflect a matching Owner, an updated Deed, Offer to Purchase, or Lease Agreement will be required.
- If the Zoning Jurisdiction populates as Coats or Erwin, a Zoning Permit will need to be obtained from the respective Town Office *before* any forms can be submitted.
- Properties located in Angier, Dunn, or Lillington's Zoning Jurisdiction will obtain their building permits from their respective Towns, but they will go through Harnett County for their Environmental Health, Health and Sanitation, & Fire Marshal Review. However, a notification of acknowledgment (Zoning Permit, Email, or Letter) from their Town Office will be required *before* any forms can be submitted.

**STEP TWO:** Submit a Site Plan to the Central Permitting Office for review by Planning Services.

- Draw a detailed Site Plan, using Harnett County's GIS, or provide a Surveyed Site Plan.
  - Quick Access Link: <https://gis.harnett.org/gisviewer/>
- Site Plan must show location of sign with distances from property lines, public right(s) of way and intersection.
- *Wall signs do not require a site plan review.*

**STEP THREE (can be concurrent with step two):** Submit Sign Renderings for plan review.

- All Sign Renderings must show square footage & total height.
- For wall signs, plans must include:
  - Linear Feet of Wall
- For signs 6' or more in height and 100 square feet or greater, plans must include:
  - Signature/Seal/Date by NCPE
  - Wind Load Calculations
  - Footing Details (if applicable)

**STEP FOUR (if applicable):** Complete a Commercial Building Application to include contractor information.

- A Building Application is required if the size is greater than 6' or if there is an electrical scope.
- Sign the Affidavit of Workman's Compensation or provide a copy of Workman's Compensation Insurance.
- Commercial building fees are priced by job cost for each separate permit; job cost must be itemized.

## FAQs

### **Where can I find information on Zoning Requirements for signage?**

- Refer to the Article VII, Section 10.0 of the Unified Development Ordinance for Sign Requirements.
  - Quick Access Link: <https://www.harnett.org/planning/?btid=2&bid=1373>
- Another helpful County Signage Guide resource is available on the Planning Services webpage.
  - Planning Services → Drop-Down Menu → Downloads → Development Guides → Signs

### **What are the standard Sign Setbacks in Harnett County?**

- Signs shall be set back at least 10' from any public right(s) of way or property line. In cases where signs are placed at intersections, the minimum setback shall be 20' as measured from each right of way or property line in both directions.

### **What fees can I expect?**

- \$50 Land Use Fee
- \$50 Plan Review Fee (if applicable)
- Building and electrical permits are based on job cost (if applicable)

### **Phone Numbers to Remember:**

- Central Permitting (Permitting, Inspections, Plan Review) 910-893-7525 ext 1
- Planning (Zoning Inquiries, Board of Adjustments, Recombinations) 910-893-7525 ext 2
- NCDOT 910-893-4020 local | 910-364-0601 regional