



City of Winston-Salem/Forsyth County, Inspections Division, 100 East First Street, Winston-Salem, NC 27101
(336) 727-2624, FAX (336) 727-2792

Sign Permit Information

Revised 12-23-2015

The erection of a sign in Winston-Salem/ Forsyth County including all municipalities except Kernersville requires a permit from the Inspections Division. All signs must meet the **2012 North Carolina Building Code, Appendix H**; the applicable Unified Development Ordinances (UDO) for the jurisdiction; and any applicable municipal or county codes. These codes will be used to verify compliance during plan review prior to the issuance of a sign permit. This checklist is provided as a convenience for our customers to assist in the sign permit approval process.

Additional forms are available at www.inspectnet.org.

Please see the sign ordinance for the appropriate jurisdiction for additional information:

<http://www.cityofws.org/Home/Departments/Inspections/Articles/SignOrdinances>

The following are the plan submittal requirements for a sign permit:

Application:

Complete the Sign Permit Application and provide all applicable supplemental information outlined below. Along with the application, please submit two (2) copies of the applicable supplemental information (min. size of 8.5"x11" – max. size of 11"x17"). Please do not submit full payment with application; only submit any applicable review fees to the Revenue office or you may call 336-747-6954 and give the permit number. **Submittals must be made in person or through mail; faxed or e-mailed submittals are NOT accepted.**

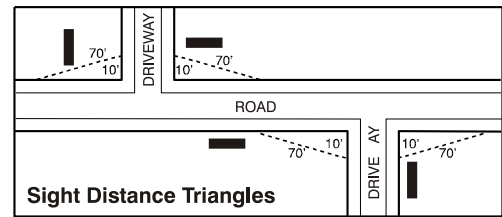
On/Off-Premise Freestanding/Ground Signs:

– Sign less than 6' in height:

- Footing details and information on supporting structure, pole, etc.
- Site plan for the entire property or leased area, drawn to scale; show location(s) of **ALL** existing and proposed ground signs; all proposed ground signs must be located outside sight distance triangles (see illustration to the right).
- **ALL** sign dimensions.

– Signs 6' or more in height:

- Footing details and information on supporting structure, pole, etc. This information **MUST** be sealed and signed by an engineer, licensed to practice in the State of North Carolina.
- Site plan for the entire property or leased area, drawn to scale; show location(s) of **ALL** existing and proposed ground signs; all proposed ground signs must be located outside sight distance triangles (see illustration above).
- **ALL** sign dimensions.



Acceptable Sign Locations

Wall/Projecting/Awning Signs:

• Attached/Wall signs:

- Show sign mounting details of how proposed sign is attached to the wall. Signs 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.
- Elevation of **ALL** proposed and existing signs with **ALL** sign dimensions.
- Elevations showing **ALL** proposed and existing wall signs, shown on the wall(s) where they will be installed and must include the wall dimensions.

– Projecting signs:

- Show sign mounting details of how proposed sign is attached to the wall (requirements are the same as for Attached/Wall signs above 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.
- Elevation of **ALL** proposed and existing signs with **ALL** sign dimensions.
- Elevations showing **ALL** proposed and existing wall signs, shown on the wall(s) where they will be installed and must include the wall dimensions.

– Awning signs:

- Please see sign code for the appropriate jurisdiction for information on awning signs.

Inspections Measures Sign Height and Copy Area:

- **Internally illuminated or changeable panels (Winston-Salem):** 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:** Please see website for appropriate jurisdiction for details of sign measurement.



For Question or Comments, Please Contact:

Submittal Questions: Mark Hartness (336-747-7300)
UDO Sign Code Questions: Elizabeth Colyer (336-747-7427)
 Jeff Hunter (336-727-2626)
Building Code Questions: Perry Williams (336-747-7464)

Sign Fees and Review Fees:

Ground Sign- On-Premises \$150 each; \$50 review fee, per application
Ground Sign- Off-Premises \$250 each; \$50 review fee, per application
Wall/Projecting/Awning Sign \$100 first/\$40 each additional; \$50 review fee, per application
Panel Sign Change-out \$75 first/\$20 each additional; no review fee