



## Sign Permit Application

### Process information and Filing Instructions

1. Contact Frank Frazier at Kerr- Tar Regional Council of Governments at 252-436-2040 or by email at [ffrazier@kerrtarco.org](mailto:ffrazier@kerrtarco.org) prior to applying for permit.
2. Submit a completed sign application along with the application fee to the Town of Bunn located at 601 Main St., P.O. Box 398, Bunn, NC 27508. The phone number is 919-496-2992. The Town will submit to Kerr Tar for review/approval along with the submittal requirements.
3. All signs shall comply with Article XII of the Bunn Zoning Ordinance.
4. Please be advised that an approved permit shall expire and be cancelled unless the work authorized by it shall have begun within (6) months of its issued date.
5. Obsolete signs and their supporting structures must be removed within (90) days. (Refer to Article XII, section 2 of the zoning ordinance for further details)

#### **Submittal Requirements:**

1. Site plan that includes the site features, sign dimensions, lettering size and style, sign background, sign frame, sign material, structural support, and type of lighting fixture for illumination.
2. A scale drawing of the area or lot in which the sign will be located, including building elevation for wall signs (photo of building acceptable)
3. Drawing of proposed sign with dimensions.
4. For wall signs, awnings, or projecting signs, include a photo of the building facade(s) on which the sign is to be located showing windows, doors, architectural features, and dimensions.