



Planning, Development & Inspections

TEL (PLANNING) 919 856 6310
TEL (INSPECTIONS) 919 856 6222

A Division of Community Services
P.O. Box 550 • Raleigh, NC 27602
www.wakegov.com

COMMERCIAL SIGN SUBMITTAL REQUIREMENT

1.	Submit a site plan for a commercial sign:
	a) Vicinity (location) map
	a) Scale of site plan
	b) Date of first submission
	b) Zoning district
	c) Name and location of proposed development
	a) Tax Map and parcel or PIN number
	b) Street address (call 856-6210 if this is a new development without a street address)
	c) Sign location
	d) Right-of-way (width and location)
	e) Show all other structures on property
2.	Submit construction plans, elevation, and wording (sign message) on minimum to scale
3.	Review fee \$100

Notes:

- All documents and maps submitted as required become the property of Wake County.
- The Wake County Unified Development Ordinance are on the web at www.wakegov.com
- All application fees are non-refundable.
- CSS portal www.wakegov.com/permitportal

The File Number should be used on all correspondence subsequent to application acceptance.