



Planning & Development

Customer Service Center
 One Exchange Plaza, Suite 400
 Raleigh, North Carolina 27601
 Phone 919-996-2495

Planning and Zoning Division
 Phone 919-996-2472

Special Event Sign Permit

Applicant Information		For Office Use Only		
		Transaction	# _____	
		Group #	_____	
		SI Permit #	_____	
Date				
Business/Corporation/LLC				
Shopping Center/Development				
Address/Suite				
Phone		Fax		
Contact Person		Email		
Phone		Mobile		
Specify Event Dates (One event totaling a maximum of 30 days)				
Applicant (print)		Applicant (Signature)		
Property Owner (print)		Property Owner (Signature)		

TO BE COMPLETED BY APPLICANT	TO BE COMPLETED BY CITY STAFF		
The following items are required to process a Temporary Event Permit	YES	NO	N/A
<input type="checkbox"/> Landlord Approval (Documentation included with application)			
<input type="checkbox"/> Permit Fee			