



SIGN PERMIT APPLICATION

Roanoke County - Community Development
 5204 Bernard Dr. / P.O. Box 29800 Phone 540-772-2065 Fax 540-772 2108
 Roanoke, VA 24018 E-mail: Permit@roanokecountyva.gov

APPLICATION #

SITE/PROPERTY INFORMATION	Name of Establishment:			
	Primary Job Address:		Secondary Job Address:	
	Development: (mall, strip)		Tax Map#:	Zoning:
	Parcel Street Frontage: (ft.)	Is parcel a corner lot?	Side Street Frontage: (ft.)	
	Owner(s):		Phone:	
	Mailing Address:		Cell:	
	City / State / Zip:		E-mail:	
AGENT OR SIGN CONTRACTOR INFORMATION	Business Name:		Applicant Name:	
	Applicant Address:		Phone:	Cell:
	City / State / Zip:		Fax:	E-mail:
	State License #:	Expiration Date:	County License #:	
ELECTRICAL CONTRACTOR (If Applicable)	Business Name:		Applicant Name:	
	Applicant Address:		Phone:	Cell:
	City / State / Zip:		Fax:	E-mail:
	State License #	Expiration Date:	County License #:	

EXISTING SIGN INVENTORY	* <u>SIGN TYPES</u>						
	FS – Freestanding		BA – Banner		MO - Monument		
	BM – Building Mounted		BB - Billboard				
		* Sign Type	Quantity	Square Footage	Height	Dist. to Prop. Lines	Electrical? Yes or No
	1)						
	2)						
	3)						
	4)						
5)							
6)							
7)							
If the site contains more existing signs, please attach a complete inventory sheet to this application.							

PROPOSED SIGN(S)	Check Appropriate Box						
	<input type="checkbox"/> Temporary Sign (\$25.00)			<input type="checkbox"/> Permanent Sign (\$25.00 + \$4.00 per \$1000 of sign value)			
	Value of Proposed Signs \$ _____						
	* <u>SIGN TYPES</u>						
	FS – Freestanding		BA – Banner		MO - Monument		
	BM – Building Mounted		BB – Billboard				
	<u>ACTIVITY</u>						
	NEW –New		REP – Replacement		RF – Re-facing		
	* Sign Type	** Activity	Quantity	Square Footage	Height	Dist. To Prop. Lines	Electrical? Yes or No
1)							
2)							
3)							
4)							
5)							
NOTE: All applications for a Sign Permit must be accompanied by a sketch of the proposed sign(s) drawn to scale showing the dimensions, height and design of the sign and sign structure. If a freestanding sign is proposed, a plot plan must be provided showing the location of all existing and proposed freestanding signs on the lot and all adjacent lots.							

I hereby certify that I am an authorized agent of the owner of the property where this sign is proposed. This application is being made with the owners full knowledge and consent and that all signs installed under the terms of this permit shall conform to Section 30-93 of the Roanoke County Sign Ordinance. I understand that if approved this sign permit shall become null and void if the proposed sign(s) are not installed within six months of the date of the approval of this permit.

 Signature Date

OFFICE USE ONLY:
 Allowable Sq. Footage: _____ Zoning Approved / Denied
 Comments / Conditions on Property: _____ Building Approved / Denied / N/A