

City of Roanoke

Typical Sign Requirements

Planning Building & Development

215 Church Avenue, S.W., Room 170 Roanoke, VA 24011

Phone: **(540) 853-1090**

www.roanokeva.gov

permitcenter@roanokeva.gov

- All signs require permits (zoning ordinance compliance and/or building code compliance).
- In ground signs require footing inspections.
- Signs that require electrical circuits to be installed require electrical permits (or in combination with a sign permit).
- All electrical signs must bear the correct listing and labeling (UL, ASTM, etc.).
- Permits should be issued before any work is started.
- Plans need to be submitted for all sign permit approval..
- Site plan approval is required on all sign permits.
- Signs that are greater than 32 square feet are required to be designed by a Virginia Registered Design Professional.
- Signs that are greater than 6 feet in height are required to be designed by a Virginia Registered Design Professional.

Permit placard must be posted and visible from the street at the time of inspection(s) and approved set of drawing (stamped by the City of Roanoke) must be on site.

To avoid re-inspection fees, trades must be ready prior to inspectors visit, and/or corrections completed from previous inspections.