



Permit Application for Signs

Permanent and Temporary

Permit #

Date

The current code in effect is the

2012 Virginia Uniform Statewide Building Code

Business Name

Property Address Tax Map #

Applicant Name

Relationship to Property Owner Owner Contractor Agent Design Professional

Applicant Address

City State Zip Code Phone # Cell #

Email Address

Category of Building

- Commercial
- Governmental
- Residential

- Changeable Copy
- Electronic Reader Board

- Sign Illuminated
- Sign Not Illuminated

Total Cost of Signage

(Include cost of all labor & materials for the entire project)

Type and Number of Permanent Signs

- Building Mounted
- Free Standing
- Upper Story
- Window Sign
- Painted On

Type and Number of Temporary Signs

- Attached Subdivision Identification
- Free Standing Laser Light or Image Projection
- Sign Cover Searchlight or Beacon
- Inflatable

Start Date End Date

Description of Project

Questions regarding disturbing or removal of asbestos should be forwarded to the Department of Labor and Industry. For information call 540-562-3580 ext. 131.

Checklist For Submission

I understand that all applications for permits, along with all additional required information, must be provided to the Permit Center prior to processing of this application. All information submitted will be reviewed prior to the issuance of a permit. Should a technical plan review be required, the City of Roanoke strives to complete these reviews in ten (10) working days. Should information be missing or additional information be required, the review process may be delayed.

I also understand that all contractors and subcontractors are required to have the proper trade certifications when required, a current business license for the City of Roanoke and current state licensing when required by the Virginia Department of Professional and Occupational Regulations (DPOR).

I also understand that I am required to conform to all applicable requirements of the Virginia Uniform Statewide Building Code, the Zoning Ordinance for the City of Roanoke and all other applicable laws and ordinances.

Initial

- Application Completed
- Owner/Builder Affidavit if applicable
- Asbestos Survey if the building was initially built prior to January 1, 1985
- Contractor/Subcontractor Listing form
- If inflatable, laser light/image projection, search light/ beacon sign, documentation from Roanoke Regional Airport and medical helicopter patient transportation providers within City limits of non-interference with established routes.
- If in a Historic District, attach the Certificate of Appropriateness.
- 1 set of plans drawn to scale with sufficient detail & clarity to indicate the nature & extent of the work proposed. Drawings must have the seal of a design professional when required.
- Basic Development plan drawn to scale showing the location of the proposed sign on the lot, clearly delineating dimensions from property line to sign.