



Permit Application for Signs

Permanent and Temporary

Permit #

Date

The current code in effect is the

2018 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

Primary Contact for Permit

Type of Contact

 Office Field

Phone #

Type, Number and Cost of Permanent Signs

Building Mounted

Free Standing

Painted On

Upper Story

Window Sign

Sign Illuminated

Changeable Copy

Sign Not Illuminated

Electronic Reader Board

Total Cost of Signage

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

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

Application Completed

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.

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.

Owner/Builder Affidavit if applicable

Asbestos Survey if the building was initially built prior to January 1, 1985

Contractor/Subcontractor Listing form

If in a Historic District, attach the Certificate of Appropriateness.

Basic Development plan drawn to scale showing the location of the proposed sign on the lot, clearly delineating dimensions from property line to sign.

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 Here

Planning Building & Development 215 Church Ave., SW, Room 170 Roanoke, VA 24011

Phone: (540) 853-1090 www.roanokeva.gov permitcenter@roanokeva.gov