

# Sign Permit Supplemental Sheet

page  of

## Building Mounted Sign of

- Individual Letters     Cabinet     Painted on Wall, Window Sign or Appurtenance
- Perpendicular To Wall     Flat on Wall or Appurtenance

Sign Projects   Ft  In from wall

Height from Grade of Highest Portion of Sign   Ft  In

Sign Face Dimensions  X   Ft  In

Horizontal linear footage of Building Wall/Storefront on which proposed sign is located.   Ft  In

Total # of Existing Signs on the Applicable Building Wall/Storefront  and Their Total Square Footage

- Changeable Copy Sign    If Checked, Enter Sign Square Footage
- Electronic Reader Board    If Checked, Enter Sign Square Footage

**NOTE:** A drawing must be provided showing the horizontal linear dimension of the building/storefront wall on which the sign is to be affixed and the dimensions and location of the proposed sign and any existing signs on the applicable wall. A site plan must also be provided showing that the applicable wall faces an abutting street or an abutting parking lot of at least seven spaces on the same lot on which the sign is to be located.

## Freestanding Sign of

New Freestanding Sign Structure     Addition to Existing Sign Support Structure    Enter SqFt of Existing Signs on Sign Support Structure

Pole Sign     Monument Sign    Total Height of Sign from Grade   Ft  In

Setback from Front Property Line  from Side Property Line  Sign Face Dimensions  X   Ft  In

- Changeable Copy Sign    If Checked, Enter Sign Square Footage
- Electronic Reader Board    If Checked, Enter Sign Square Footage

**NOTE:** A drawing must be provided showing the location of any proposed freestanding sign, the dimensions from property line to footings and closest projection of sign, the relationship of the proposed sign to the sight distance triangles if applicable and the relationship of the proposed sign to any other freestanding sign(s) on the lot.

## Upper Story Wall Sign of

- Individual Letters     Cabinet     Painted On Wall

Sign Projects   Ft  In from wall    Sign Face Dimensions  X   Ft  In

Height from Grade to the Lowest Portion of Sign  Dimensions of Building Facade on which Sign is to be Placed.  X   Ft  In

**NOTE:** A drawing must be provided showing the height and width dimensions of the building facade on which the sign is to be affixed and the dimensions and location of the proposed sign and any existing upper story wall signs on the applicable wall.

I understand that all applications for construction 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. The City of Roanoke strives to complete these reviews within 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 & Occupational Regulation. I also understand that I am required to comply with all applicable requirements of the Virginia Uniform Statewide Building Code, the Zoning Ordinance for the City of Roanoke and all other applicable laws and regulations.