



CITY OF ROANOKE RAPIDS

PLANNING & DEVELOPMENT DEPARTMENT
1040 ROANOKE AVENUE, PO BOX 38 ROANOKE RAPIDS, NC 27870
PHONE: 252-533-2844 FAX: 252-533-2870
EMAIL: PERMITS@ROANOKE RAPIDS NC.COM

Payment Information _____

SIGN / BUILDING PERMIT APPLICATION

Project Address: _____
 Applicant / Contractor Name: _____ Date: _____
 Applicant / Contractor Address: _____ Telephone: _____
 NC State License # _____ Email Address: _____
Project Cost: _____ Existing Business () New Business () (New requires Business Use Permit)
 Property Owner: _____ Telephone: _____
 Property Owner Address: _____ City: _____ State: _____ Zip: _____

INFORMATION REQUIRED TO PROCESS APPLICATION

Freestanding or Off-Premises Signs:

Zoning Information: Scaled site plan showing the sign/location of the proposed sign, and the setbacks from all property lines, Street Right-of-Ways, existing signage, and all buildings located on the lot.

Construction Details: Scaled construction drawings showing the size/location of footings, bolts, reinforcement bars, and all other supporting members. **MAY REQUIRE DESIGN BY A NC REGISTERED ARCHITECT/ENGINEER.**

Wall Signs

Zoning/Construction Information: Scaled plan showing size/location of sign and method of attachment.

FREESTANDING	BUILDING/WALL SIGN
Number of Signs Proposed: _____ (1) Dimensions: _____ Sq. Ft: _____ (2) Dimensions: _____ Sq. Ft: _____ Overall Height (Ft/in): (1) _____ (2) _____ Number of Existing Signs: _____ (1) Dimensions: _____ Sq. Ft: _____ (2) Dimensions: _____ Sq. Ft: _____ Overall Height (Ft/in): (1) _____ (2) _____ Corner Lot: Yes () No () Length of Lot along Street Frontages (s): _____ Illuminated: Yes () No () _____	Number of Signs Proposed: _____ (1) Wall _____ (Sq. Ft.) Dimensions of Sign _____ Sq. Ft. _____ (2) Wall _____ (Sq. Ft.) Dimensions of Sign _____ Sq. Ft. _____ Number of Existing Signs: _____ (1) Wall _____ (Sq. Ft.) Dimensions of Sign _____ Sq. Ft. _____ (2) Wall _____ (Sq. Ft.) Dimensions of Sign _____ Sq. Ft. _____ Wall Material: _____ Illuminated: Yes () No () _____

<p>The Undersigned Hereby Makes Application for Permit and Inspection of Work Described and Agrees to Comply with all Applicable laws Regulating the Work.</p> <p>_____ Contractor Signature</p> <p>_____ Date</p>	<h4>OFF-PREMISE FREESTANDING</h4> Number of Signs Proposed: _____ (1) Size _____ Sq. Ft. _____ (2) Size _____ Sq. Ft. _____ Overall Height (Ft/in): (1) _____ (2) _____ Number of Existing Signs: _____ Distance that proposed sign will be from any other existing/proposed off-premise sign, whether on same or adjoining property: _____ _____ Illuminated: Yes () No () _____
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PLANNING DEPT. USE

_____ Land Use Administrator	_____ Date	_____ Building Inspector	_____ Date
_____ Zoning	_____ Overlay District		