

City of Roanoke Rapids
Dept. of Planning and Development
P.O. Box 38
Roanoke Rapids, NC 27870
Telephone: 252-533-2844 Fax: 252-533-2870

SIGN / BUILDING PERMIT

RECEIPT #: _____

Contractor: _____ Address: _____
State License Number: _____ Telephone: _____
Project Information:
Site Address: _____ Commercial [] Residential []
If Commercial, Project Name: _____ Total Project Cost: _____
Building Owner: _____ Telephone: _____
Owners Address: _____

INFORMATION REQUIRED TO PROCESS APPLICATION

Off-Premises / Freestanding Signs

Zoning Information: Scaled siteplan 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 AN N.C. REGISTERED ARCHITECT/ENGINEER.**

Wall Signs

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

FREESTANDING

Number of Signs Proposed: _____
(1) Size: _____ Sq. Ft: _____
(2) Size: _____ Sq. Ft: _____
Overall Height (Ft/in): (1) _____ (2) _____
Number of existing Signs: _____
(1) Size: _____ Sq. Ft: _____
(2) Size: _____ Sq. Ft: _____
Overall Height (Ft/in): (1) _____ (2) _____
Corner Lot: Yes [] No []
Length of Lot along Street Frontage(s): _____
Lighted: Yes [] No []

THE UNDERSIGNED HEREBY MAKES APPLICATION FOR PERMIT AND INSPECTION OF WORK DESCRIBED, AND AGREES TO COMPLY WITH ALL APPLICABLE LAWS REGULATING THE WORK.

CONTRACTOR SIGNATURE **DATE**

BUILDING/WALL SIGN

Number of Signs Proposed: _____
(1) Wall _____ (Sq.Ft.) Sign Size _____ Sq.Ft. _____
(2) Wall _____ (Sq.Ft.) Sign Size _____ Sq.Ft. _____
Number of Existing Signs: _____
(1) Wall _____ (Sq.Ft.) Sign Size _____ Sq.Ft. _____
(2) Wall _____ (Sq.Ft.) Sign Size _____ Sq.Ft. _____
Wall Material: _____
Lighted: Yes [] No []

OFF-PREMISES

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: _____
Lighted: Yes [] No []

PLANNING DEPT. USE

LAND USE ADMINISTRATOR **DATE**

ZONING

OVERLAY DISTRICT

BUILDING OFFICIAL **DATE**

PERMIT FEE