



SIGN PERMIT APPLICATION

Town of Vinton - Planning and Zoning
 311 S. Pollard Street Phone: 540-983-0605 Fax: 540-983-0621
 Vinton, VA 24179 Email: vintoninfo@vintonva.gov

APPLICATION #

SITE/PROPERTY INFORMATION	Name of Establishment:			
	Primary Job Address:		Secondary Job Address:	
	Development: (mall, strip)		Tax Map Number:	Zoning:
	Parcel Street Frontage: (ft.)	Is parcel a corner lot?	Side Street Frontage: (ft.)	
	Owner(s):			Phone:
	Mailing Address:			Cell:
	City / State / Zip:			Email:

APPLICANT INFO.	Business Name:		Applicant Name:	
	Applicant Address:		Phone:	Cell:
	City / State / Zip:		Fax:	Email:

*SIGN TYPES						
BA – Banner		MO – Monument		WD – Window/Door		
BB – Billboard		PR – Projecting		WM – Wall Mounted		
FS – Freestanding		SB – Sandwich Board				
	* Sign Type	Quantity	Square Footage	Height	Distance to Prop. Lines	Electrical? Yes or No
1)						
2)						
3)						
4)						
5)						
6)						
7)						
Total:						

If the site contains more existing signs, please attach a complete inventory sheet to this application.

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FS – Freestanding		SB – Sandwich Board					
**ACTIVITY							
NEW - New		REP - Replacement			RF - Refacing		
	* Sign Type	** Activity	Quantity	Square Footage	Height	Distance to Prop. Lines	Electrical? Yes or No
1)							
2)							
3)							
4)							
5)							
6)							
7)							
Total:							

***Note:** All applications for a Sign Permit must be accompanied by a sketch of the proposed sign(s) drawn to scale showing the dimensions, height, and design of the sign and structure. If a freestanding sign is proposed, a plot plan must be provided showing locations/setbacks of all existing and proposed freestanding signs on the lot and all adjacent lots. A Building Permit and/or Electrical Permit may also be required from the Roanoke County Office of Building Safety.*

I hereby certify that I am an authorized agent of the owner of the property where this sign is proposed. This application is being made with the owner's full knowledge and consent and that all signs installed under the terms of this permit shall conform to the Town of Vinton Sign Ordinance, as amended. I understand that if approved, this sign permit shall become null and void if the proposed sign(s) are not installed within six months of the date of the approval of this permit.

 Signature Date

Check Appropriate Box	
<input type="checkbox"/> Temporary Banner Sign (\$20.00)	<input type="checkbox"/> Permanent or Portable Sign (\$25.00 1 st \$1,000 + \$5.00 per each add'l \$1000/portion sign value)
Value of Proposed Signage \$ _____	

OFFICE USE ONLY	
Allowable Sq. Footage for parcel: _____	Post-Permit: _____
Comments:	
Fee: \$ _____	Zoning: Approved/ Denied By: _____