

**Sign Permit Application**

Botetourt County Community Development  
 Planning & Zoning  
 57 S. Center Drive, Daleville, VA 24083  
 P: 540.928.2080  
 E: [planning@botetourtva.gov](mailto:planning@botetourtva.gov)



Applicant Information			
Applicant is: <input type="checkbox"/> Sign Contractor <input type="checkbox"/> Property Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Other _____			
Name:			Phone#:
Mailing Address:			City
Name of Sign Company		State License #	
I would like my approved permit:			
<input type="checkbox"/> Emailed: _____ or <input type="checkbox"/> Mailed or <input type="checkbox"/> Will pick up in-person			
Property Information			
Site Address:		Town	Zip
Name of Business:			
How many signs are currently on parcel?		What is square footage of all existing signage?	
Linear feet of store front: (width of storefront)		Linear feet of road frontage: (length of property line along street)	
Proposed Signage. Use additional application form if necessary			
Sign #1		Sign #2	
Sign Type: <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary		Sign Type: <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	
Is the sign: New <input type="checkbox"/> Reface <input type="checkbox"/> Replacement <input type="checkbox"/>		Is the sign: New <input type="checkbox"/> Reface <input type="checkbox"/> Replacement <input type="checkbox"/>	
Ordinance Sign Type:		Ordinance Sign Type:	
Measurements: Height:_____ Width:_____ Square feet:_____		Measurements: Height:_____ Width:_____ Square feet:_____	
Does the sign require electricity? <input type="checkbox"/> Yes <input type="checkbox"/> No		Does the sign require electricity? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Items to be submitted with this application:			
1. Concept plan identifying: the location of the proposed sign and any existing signs on the property, distance of proposed sign from property lines. Please include a graphic of the proposed sign, including dimensions.  2. \$25 per sign permit application fee. When a completed form and the required application review fee is received (either by mail or hand delivered), Staff will evaluate your application. Checks can be made payable to: Botetourt County.			
For Office Use Only			
Planner Approval:	Date	Zoning	Tax Map ID#