



Rockingham County Sign Permit Application

Application Procedure

1. Submit a complete application (as a guide, use the check list provided below) to the County’s Zoning office. Applications can be mailed, dropped off in person, [emailed](#) to the Zoning Administrator, or submitted through the [online portal](#).
2. Zoning, Planning, and Building staff will review, provide feedback, and request potential additional information within fifteen days of receiving the complete application.
3. Once staff has approved the application and all comments have been satisfied, the sign permit is ready to be issued and paid for through the Department of Community Development Building division.

Application Checklist *(please submit with application)*

- A completed and signed application (online submission or digital PDF preferred).
- Aerial/site layout indicating location of all existing and proposed signage, including setbacks from property lines and buildings. The submitted layout cannot be larger than 11”x 17”.
- Drawing showing the shape, dimensions, and structural plan of the signage. Signs must comply with Virginia Statewide Building Code.
- A seal from a Virginia certified architect or engineer.

Zoning Ordinance Requirements

A full copy of the [sign ordinance](#), including permitted uses, exemptions, off-premise signage, and prohibited signage, can be found on the Rockingham County website.

Land Use Areas Where Permitted		Agriculture	Rural Village	Residential	Public Service	Business	Industrial
Structural Class	Freestanding	P	P	P	P	P	P
	Marquee/canopy	P	P	P	P	P	P
	Projecting	P	P	P	P	P	P
	Roof	P-	P	-	-		P
	Wall	P	P	P	P	P	P
Illumination Type	Electric Message centers		SU	-	-	P	P
	Internal	p*	p*	p*	P	P	P
	External	-	-	-	P	P	P
Freestanding Signs £	Maximum area	32 ft. ²	32 ft. ²	32 ft. ²	32 ft. ²	64 ft. ²	90 ft. ²
	Maximum height	9 ft.	9 ft.	9 ft.	25 ft.	25 ft.	35 ft.
Maximum cumulative sign area per lot or parcel exclusive of the freestanding sign		24 ft. ²	24 ft. ²	24 ft. ²	1 ft. ² **	1.5 ft. ²	1.5 ft. ²

Sign Permit Application

Property Owner: _____
Address: _____
Telephone: _____ Email: _____

Applicant/Lessee of Sign Location *(if different than Property Owner):* _____
Address: _____
Telephone: _____ Email: _____

Sign Contractor: _____
Address: _____ License Number: _____
Telephone: _____ Email: _____

Electrical Contractor: _____
Address: _____ License Number: _____
Telephone: _____ Email: _____

Address of proposed signage: _____

Present use (retail, restaurant, place of worship, etc.): _____

Combined total value of all construction, materials, and labor: _____

Linear street frontage of parcel in feet: _____

Linear store frontage in feet *(if multiple tenant building):* _____

List below the type of signage, number of signs, dimensions, and size of all proposed and existing signage related to this use:

Type (freestanding, wall, projecting)	Number	Dimensions	Size (Sq. Feet)	Illuminated (select one)	New, Relocate, or Replace (select one)	Permanent or Temporary (select one)

Applicant Signature

Date