



TOWN OF MAYODAN

210 West Main Street • Mayodan, NC 27027

Sign Permit Application

Please complete all applicable fields (use N/A if not applicable to your situation).

Date of Application: _____ Application No. (staff use): _____

1. Property Owner Information

Property Owner Name: _____

Owner Mailing Address: _____

Owner Phone Number: _____ Owner Email Address: _____

2. Business Information

Business Name: _____

Business Mailing Address: _____

Business Phone Number: _____ Business Email Address: _____

Description of Business: _____

3. Sign Location

Address Where Sign Will Be Displayed: _____

Rockingham County Parcel No.: _____ (if known)

About This Process

A sign permit is required prior to the installation of any sign within the Town of Mayodan, pursuant to Article IX of the Mayodan Zoning Ordinance. This application must be accompanied by scaled drawings, a site plan, and visual renderings of the proposed sign (see Section 8). Building and electrical permits for sign installation are issued separately by the Rockingham County Building Inspections Department at 336.342.8130 or rcpermits@rockinghamcountync.gov.



TOWN OF MAYODAN

210 West Main Street • Mayodan, NC 27027

Sign Permit Application

4. Contractor Information (if applicable)

Contractor Name: _____

Contractor Address: _____

Contractor Phone Number: _____ Contractor Email Address: _____

5. Sign Type (check all that apply)

Categories reflect sign types recognized under Article IX of the Mayodan Zoning Ordinance.

Permit Fee: Permanent Sign – \$40 • Temporary Sign – \$10

☐ Business Sign – Attached/Wall

☐ Business Sign – Freestanding

☐ Identification Sign

☐ Billboard

☐ Portable Sign

☐ Electronic Changeable
Copy Message Sign

☐ Professional/Home
Occupation Sign

☐ Church/Nonprofit
Bulletin Board

☐ Temporary Sign

6. Illumination & Mounting

Is this an electric sign? ☐ Yes ☐ No

If yes, an electrical permit from Rockingham County will be required.

Is the sign illuminated? ☐ Yes ☐ No ☐ Internal ☐ External

Sign Structure: ☐ Freestanding ☐ Mounted



TOWN OF MAYODAN

210 West Main Street • Mayodan, NC 27027

Sign Permit Application

7. Sign Purpose

This sign is for a/an:

- ☐ Building ☐ Development ☐ Home Occupation
☐ Event

8. Sign Dimensions

Sign Height (ft): _____ Sign Width (ft): _____

Sign Area (sq. ft.): _____ Area of Wall – wall sign only (sq. ft.): _____

The size of sign allowed is regulated by the size of the lot on which the sign is displayed.

How will the sign be affixed to the building? _____

Required Documentation

This application must be accompanied by detailed plans, including scaled drawings of the proposed sign, a site plan showing the sign's location relative to property lines, driveways, and rights-of-way, and visual renderings showing dimensions and placement. Applications submitted without complete plans may be delayed.



TOWN OF MAYODAN

210 West Main Street • Mayodan, NC 27027

Sign Permit Application

9. Certification & Signature

I hereby certify that, to the best of my knowledge, the information contained in this application and on the plans submitted is true and accurate, and that all work shall comply with all codes, ordinances, and laws of the Town of Mayodan and the State of North Carolina regulating this project. I agree to notify the Town of Mayodan and the Rockingham County Building Inspections Department of any changes to the approved plans and specifications for the sign permitted herein.

Applicant Signature (type full name): _____ Date: _____

By typing your name above, you are electronically signing this application.

It is the applicant's responsibility to contact the Rockingham County Building Inspections Department for any required building or electrical permits prior to sign installation (336.342.8130 • rcpermits@rockinghamcountync.gov).

For Office Use Only

Date Received: _____ Permit Fee: _____ Case Number: _____

Fee schedule: Permanent Sign – \$40 • Temporary Sign – \$10

Zoning Administrator Determination: ☐ Approve ☐ Disapprove

Comments / Conditions:

Zoning Administrator Signature: _____ Date: _____



TOWN OF MAYODAN

210 West Main Street • Mayodan, NC 27027

Electronic Submission

This application may be completed and submitted electronically. Typing your name in the signature field on page 4 constitutes an electronic signature for this submission.

1. Complete all applicable fields on pages 1–4 of this form.
2. Attach a copy of your sign plans, scaled drawings, and site plan as required in Section 8.
3. Click the Submit by Email button below. Your default email application will open with this completed form attached and addressed to the Town Manager's Office.
4. Send the email, including your sign plans and any other supporting documentation.

Fee: Once Town staff has reviewed your submission and determined the application is complete, staff will contact you regarding payment of the required permit fee (\$40 permanent / \$10 temporary). No fee is due at the time of submission.

Before You Submit

Please open this form in the free Adobe Acrobat Reader app (desktop or mobile) to fill it out and use the Submit by Email button. Opening the PDF directly in a web browser, or in your device's built-in PDF viewer, may prevent the submit button from working. Get Adobe Acrobat Reader free at get.adobe.com/reader.

Submit by Email

Submit by Email button not working? You can also email your completed PDF directly to:

mshuler@mayodannnc.org