



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.



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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

This application is not complete until the required fee has been submitted.

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



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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.



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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:



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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 Pay Now button below to submit payment of the required permit fee (\$40 permanent / \$10 temporary). Your application is not complete, and will not be processed, until the fee has been submitted.
4. 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.
5. Send the email, including your sign plans and any other supporting documentation.

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.

Pay Now

Submit by Email

Pay Now button not working? You can also pay online directly at:

<https://www.trafficpayment.com/InvoiceInfo.aspx?csdId=1654>

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

mshuler@mayodannnc.org