



**Planning Department**  
401 Laureate Way  
Kannapolis, NC 28081  
704.920.4350

## Sign Package

Adding a sign to your Commercial Building

Please Upload as a PRB separate from  
any other permits you may need

So that we may efficiently review your project in a timely manner, it is important that all applicable documents and fees listed on the "Submittal Checklist" below are submitted with your application.

Address for property: \_\_\_\_\_

For property requiring an address, contact Laura Coppola, GIS Specialist, at 704.920.4375 or [lcoppola@kannapolisnc.gov](mailto:lcoppola@kannapolisnc.gov)

Digital format of all documents submitted as a PRB through Accela Citizen Access:

<https://accela1.cabarruscounty.us/CitizenAccess/>

All City of Kannapolis required documents must be uploaded and legible.  
Choose Change in Use when you are going through the permit process

### **City of Kannapolis required documents to be submitted with this application:**

Colored renderings of the proposed signage, dimensions of the sign location on a plot plan (for monument signs) and store front linear size (for wall signs). Please include measurements in feet.

#### **Fees**

All applicable fees must be paid before issuance of permits. You will receive an emailed invoice from Accela Citizens Access, and can be paid online or in-person at Cabarrus County

Zoning Permit Fee \$40

Please select all that apply:

Ground (Monument or Freestanding)  
Wall  
Canopy or Awning  
Projected or Suspended

Incidental (ie directional)

Other

Drive Through

Changeable Copy (not to exceed 50%)

Internal Illumination

External or Indirect Illumination

By signing below I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if it is deemed incomplete.

Applicant's Signature: \_\_\_\_\_

Property Owner's  
Contact Info: \_\_\_\_\_

#### **Building Permits**

Plans must be submitted to the County in order to receiving a Building Permit.

Typically, plans can be reviewed concurrently by the City and the County. Applicants are responsible for submitting plans

Cabarrus County- 65 Church Street South, Concord, NC 28025; (p) 704.920.2128

All development within the city limits of Kannapolis

(regardless of being located in Rowan County, except ETJ) is reviewed by Cabarrus County.

Rowan County- 402 North Main Street, Salisbury, NC 28144-4373; (p) 704-216-8619

All development within the Kannapolis Extra Territorial Jurisdiction (ETJ) is reviewed by Rowan County.