Planning Department
401 Laureate Way
Kannapolis, NC 28081
704.920.4350

Sign Package

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

Digital format of all documents submitted 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 recieve 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
- Incidential (ie directional)
- Drive Through
- Changeable Copy (not to exceed 50%)
- Internal Illumination
- External or Indirect Illumination

Other

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.

Revised: 11/2025