

Permit File Checklist

Application Submittal List

Check-in Review

_____ _____ **Two Sets of Site Plan Showing Sign Location** (*must show existing structures, distances to lots lines and location of well and septic.*) *New construction site plans must be on recorded plats.*

_____ _____ **Zoning Clearance / Sign Permit Application**
_____ _____ **Two Copies of Sign Details Showing Measurements and Mounting Details, Structural Footing Designs and Electrical Specifications**

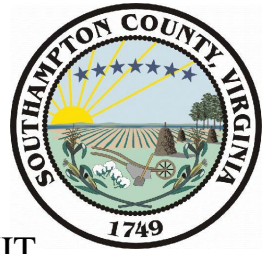
Final / Certificate of Occupancy List

_____ _____ **All Inspections Completion List**
_____ _____ **All Additional or Special Fees Paid**
_____ _____ **Sewer Disposal System Operation Permit (County)**
_____ _____ **E&S / SWM Office sign-off on site**
_____ _____ **Certificate of Occupancy**

_____ _____ **Supervisor Review** **Date** _____

Your application for a permit cannot be reviewed until the missing documents are provided.

Signature: _____ **Date:** _____



APPLICATION FOR ZONING CLEARANCE/SIGN PERMIT

(Section 18-423 of the County code regulating signs)

THE FOLLOWING CONSTRUCTION DOCUMENTS MUST ACCOMPANY THIS APPLICATION:

- 1) TWO COPIES OF SITE PLAN SHOWING SIGN LOCATION.
- 2) TWO COPIES OF SIGN DETAILS SHOWING MEASUREMENTS AND MOUNTING DETAILS, STRUCTURAL FOOTING DESIGNS AND ELECTRICAL SPECIFICATIONS.
- 3) ONLY ONE APPLICATION PER SIGN

NOTE: FREESTANDING SIGNS > 12 FT. HIGH SHALL ALSO HAVE TWO COPIES OF A VIRGINIA REGISTERED STRUCTURAL ENGINEER'S DESIGNED FOOTING DETAIL FOR 90 MPH WIND SPEED EXPOSURE C (per the Virginia Construction Code).

APPLICANT: _____ PHONE: _____

LOCATION: COUNTY: CITY: SIGNAGE ADDRESS: _____

CONTRACTORS LICENCE #: _____ CLASS _____ SPECIALTY _____

CONSTRUCTION COST: _____ TAX PARCEL #: _____

OWNER: _____ ADDRESS _____

BUSINESS NAME: _____ PHONE: _____

CONTACT EMAIL ADDRESS: _____

TYPE OF SIGN:	() FREESTANDING	() MONUMENT	() AWNING	() ELECTRIC
CHECK ALL	() WALL MOUNTED	() PROJECTING	() FENCE	() NON-ELECTRIC
THAT APPLY	() WALL PAINTED	() MARQUEE	() CANOPY	() OTHER _____

SIZE: (_____ FT. _____ IN.) WIDE X (_____ FT. _____ IN.) HEIGHT

DIAMETER: (_____ FT. _____ IN.) TOTAL SQ. FT. OF SIGN AREA: _____

DISTANCE TO STREET RIGHT OF WAY _____ FT. DISTANCE FROM CLOSEST PROPERTY LINE _____ FT.

HEIGHT ABOVE FINISH GRADE TO TOP OF SIGN: (_____ FT. _____ IN)

LINEAL FOOT OF BUILDING FRONTAGE FACING A PUBLIC STREET: (_____ FT _____ IN)

DISTANCE BUILDING SETS BACK FROM PUBLIC STREET/HIGHWAY: (_____ FT. _____ IN)

By making application for a sign permit I hereby agree to indemnify and hold the county harmless for all damages, demands or expenses of every character which may in any manner be caused by the erection of this sign.

OWNER/AGENT

SIGNATURE: _____ DATE: _____

OFFICE USE ONLY

IS A BUILDING PERMIT REQUIRED?: YES NO

APPROVED: CONDITIONALLY APPROVED: DENIED: REVIEWED BY: _____

ZONING OFFICER

REASON FOR DENIAL: _____