



**** Only fully completed applications will be accepted. ****

The checklist below will be used by Front Counter Permit Staff to determine if the sign application is complete. Incomplete applications will not be accepted and will be returned to the applicant at time of submittal or by mail for those received by mail. You do not need to print this page or submit it with your sign permit application. This is for information only.

Submittal Requirements:

- Property owner's original signature or notarized affidavit authorizing applicant's signature. ***Authorized individual must sign the application. No "see attached"***
- Two (2) sets of graphics, no larger than 8.5" x 14" (legal size paper) individually stapled. Graphics must include dimensions from property lines and streets and an elevation view. If freestanding or monument sign, a copy of the site plan or plat is required showing location of sign, with distances to all right-of-ways, and schematic cross-section of electric signs, if illuminated. Review additional Information required for all monument and freestanding signs over 20 sq. ft. (see below).
- Proposed sign information to include: address including suite number, tax map number, pin number, linear building frontage, tenant space square footage. See green fields on application.
- Building mounted or freestanding boxes checked on application. See yellow fields on application.
- Sign dimensions and elevation sheets. See blue fields on application.
- Electrical permit must be attached for illuminated sign and/or a sign requiring a light fixture. Contractor information or a Statement of Owner/Lessee License Exemption form provided.
- Payment, in form of check, attached to application. **Cash and Credit Cards will not be accepted.**

Sign Fees:

Commercial Sign: \$235.00 per sign, Temporary or Residential: \$10.00 per sign, Electrical permit: \$65.00 per sign. *Building Permit fee to be determined prior to permit issuance and paid at the time of permit pick-up.*

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Note: If more information is required, staff will contact you by phone or email. **The applicant has 90 days to respond or the sign application packet will be returned by mail.** If you have any questions please call Building and Development Permit Division at 703-777-0220.

Additional Information Required for all Monument Signs and Freestanding Signs (over 20 square feet):

In addition to the requirements stated above, monument and freestanding signs (over 20 sq. ft.) require a building permit application with two (2) additional sets of architectural drawings for the Building Code Plan Reviewer. If you have any questions about Building Code or what is required for the Building Code Plan Review, please call 703-777-0220 and ask to speak with a Building Code Plan Reviewer.



Zoning Permit Application for Sign

This Sign Application is for a Permanent Sign Temporary Sign

Proposed Sign Information:

Business or Project Name (Name on Sign) _____

Address _____ Suite # _____

City _____ State **VA** Zip Code _____

Tax Map Number _____

MCPI Or (Pin) Number _____

(Note: Exposed or visible internal lighting tubes/bulbs are prohibited.)

<input type="checkbox"/> 1-Sided Sign	<input type="checkbox"/> 2-Sided Sign	<input type="checkbox"/> Illuminated	<input type="checkbox"/> Non-Illuminated
Check one		Check one	
<input type="checkbox"/> Freestanding Building	<input type="checkbox"/> In-line Structure	Type Of Illumination	
Check one			
<input type="checkbox"/> Building Mounted	<input type="checkbox"/> Freestanding	R.O.W. Setback	
Check one			

Linear Building Frontage	Tenant Space Sq. Ft.	X	=	Total Square Ft.
Length	Width			
Height				R.O.W. Setback

Existing Site Information

Zoning Ordinance 1972 1993 Revised 1993 Comprehensive Sign Package Yes No

Existing Sign Being Removed Yes No

Current Zoning District _____ Parcel Acreage _____ If Yes Describe _____

Property Owner's Information:

Legal Name _____

Address _____ Suite # _____

City _____ State _____ Zip Code _____ Phone Number _____

E-Mail _____ Fax Number _____

Property Owner's Signature Or Applicant's Signature With An Affidavit from Owner

Signature **(A Signature Is Required For Processing)** _____ Printed Name _____

E-Mail _____ Phone Number _____

Applicant's Information:

Printed Name _____ E-Mail _____

Phone Number _____ Company Website _____

Signature affirms that the proposed sign is in accordance with the appropriate sign regulation sections of the Loudoun County Zoning Ordinances, approved Zoning Modifications, Comprehensive Sign Plans or Sign Development Package

OFFICE USE ONLY

THIS SIGN PERMIT IS GRANTED DENIED FOR THE SIGN PROPOSED ON THIS APPLICATION

SIGNATURE OF ZONING ADMINISTRATOR OR DESIGNEE _____ DATE _____ SIGN PERMIT NUMBER _____