



Inspections Department

Mark A. Fleet, Building Official
540/665-5650
Fax 540/678-0682

WALLS SIGNS & FREESTANDING SIGNS

BUILDING PERMIT APPLICATION REQUIREMENTS

1. The name of the current owner of the property, location of the property with lot number and the tax map identification number (this number may be found on your real estate bill) and specific directions to include the street name and/or State route number
 2. A plat or drawing of the property. Please detail where the sign will be located on the plat and indicate (in feet) the distance from all property lines. Wall signs require the *square footage of the wall* the sign is being installed on.
 3. **TWO COMPLETE SET ON STRUCTURAL PLANS THAT CONTAIN THE FOLLOWING INFORMATION:**
 - Foundation detail for freestanding signs.**
 - Identification of structural members for freestanding signs** Detail should include supporting structures' material, size, and height
 - Existing Building wall details** with stud material, spacing, size, and interior/exterior wall finish material details
 - Attachment Details** detailing mechanical fasteners, location/quantity, length, diameter, etc. Details shall include how the sign will be attached to the freestanding structure or the wall structure.
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Submit the above information as well as any additional information that may be required by the Building Code Official to determine compliance with the Virginia Uniform Statewide Building Code and adopted referenced standards: International Residential Building Code and International Building Code.

After submitting your information, your permit application and plans will be reviewed by a) the Zoning Department to ensure compliance with setback requirements; and b) the Inspections Department to ensure compliance with the standards referenced above. You will be contacted when your permit has been approved and is ready to be issued or if there is additional information required to complete the review process.

Applications are taken Monday through Friday from 8 a.m. until 4:30 p.m. Permits are issued Monday through Friday from 8 a.m. until 3 p.m.

Should you have any questions regarding your plans after the permit has been issued, please call (540) 665-5650