

Arlington County, Virginia
DEPARTMENT OF COMMUNITY PLANNING,
HOUSING AND DEVELOPMENT
ZONING ADMINISTRATION
 2100 CLARENDON BOULEVARD, SUITE 1000
 PHONE 703-228-3883

APPLICATION FOR PERMIT TO ERECT, REPAIR OR REPAINT SIGN

(Type or print in ink. A separate application is required for each sign.)

**IMPORTANT: COMPLETE REVERSE SIDE
 READ INSTRUCTIONS ON BACK**

DATE OF APPLICATION _____

Address of Installation _____ Zip Code _____

Occupant _____

Sign Contractor _____ Address _____

New Sign Repair Repaint Single Face Double Face

Sign Dimensions _____ Total Square Feet _____

Flat against the building _____ Projecting _____ inches from the building.

Projecting _____ inches above the roof line. Free standing sign _____

Located _____ feet from the street line. Projecting _____ inches over the building line.

If "V"-shaped sign, give degree of interior angle _____ feet.

Is sign electrically wired? _____ Type of lighting: Internal _____ (neon, etc.)
 Indirect _____ Source _____

Building _____ feet of frontage. Lot _____ feet of frontage.

Size _____ Total Area _____

Remarks _____

**NOTE: Two sets of structural plans are required for all projecting signs.
 A separate permit must be secured for wiring and connecting all electrical signs.**

I hereby certify that I have the authority to make the foregoing application, that the information is correct, and that the construction will conform with the regulations of the Building Code and Zoning Ordinance.

 NAME (PLEASE PRINT)

 SIGNATURE

 ADDRESS

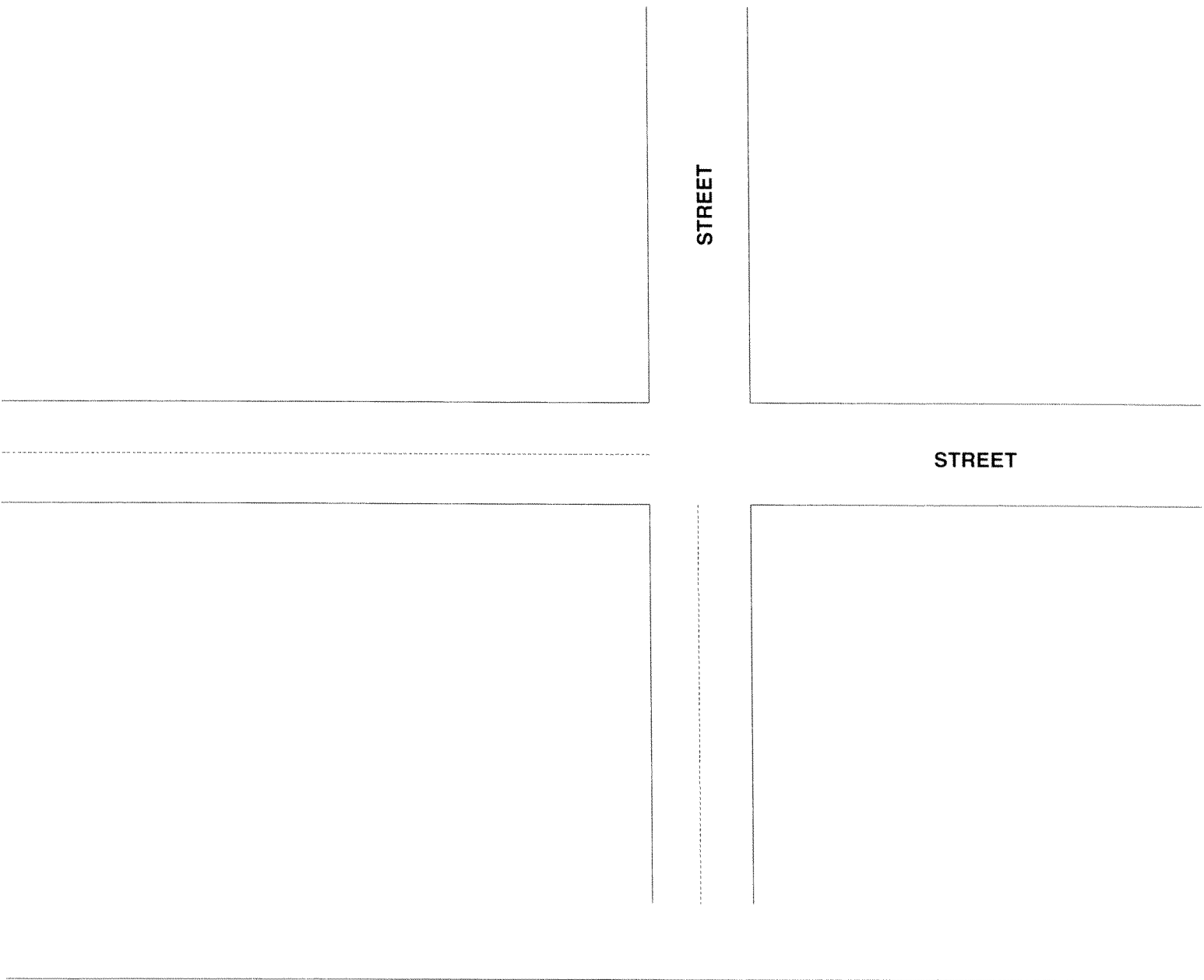
 TELEPHONE NUMBER

FOR OFFICIAL USE ONLY	
Zone _____	Fee _____
Receipt No. _____	Date _____
_____ ELECTRICAL DIVISION APPROVED	
_____ BUILDING DIVISION APPROVED	
_____ ZONING ADMINISTRATION APPROVED	
_____ PLANNER INITIALS	

SPECIAL NOTICE: Sign Permit Number must be painted in one-inch letters in lower right hand corner of sign.

**SIGNS LOCATED ON FEDERAL OR STATE PROPERTIES AND RIGHTS-OF-WAY
 ARE SUBJECT TO APPROVAL OF THOSE GOVERNING BODIES. THIS PERMIT
 INDICATES COMPLIANCE WITH ARLINGTON COUNTY REGULATIONS ONLY.**

SHOW LOCATION AND ALL DIMENSIONS



INSTRUCTIONS

Applicants for sign permits are required to fill out the sign permit application accurately and in its entirety. Incomplete applications often cause delays in processing and issuing the permit. Returning applications for additional information is time consuming and unnecessary. We urge you to make every effort to comply with this request.

The Inspection Services Division requires two (2) sets of structural plans with all applications for signs. This is in addition to the detailed drawing you make on the back of the original of this application.

Each sign requires a separate application. Duplicate signs may be put on one application but a fee will be charged for each sign.

THE SIGN PERMIT MUST BE PICKED UP BEFORE THE SIGN IS ERECTED.