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Sign Permits

Sign Permits are required prior to the installation of signs.

Building-Mounted Sign

Requires a sign permit application with three (3) copies of the sign drawings (no larger than 8.5" X 14") showing the sign dimension, elevation view of the sign on the building, and what the sign will say.

If the sign is electric, you will need an electric permit application with one (1) copy of the hook up drawings. All paperwork pertaining to sign submittal must be submitted together as a package.

Monument Sign or a Freestanding Sign Over 20 Square Feet

In addition to the requirements for the building mounted sign, above, a building permit application with three (3) sets of architectural drawings is required. Two (2) site plans or plats marking the location of the sign and the distance to the right of way are also required.

Notes: The property owner is required to sign all zoning applications per the zoning ordinance. If that is not possible, an original notarized affidavit naming who can sign on the owners behalf must be presented at the time of submittal.

Sign Fees:

- Commercial Sign - \$235.00 per sign
- Temporary or Residential - \$10.00 per sign
- Electrical permit - \$125.00 per sign
- Building Permit - to be determined prior to issuance and based on construction cost

Note: Sign Fees are due at time of submission except for Building Permit fees

- [Temporary Sign Permit form](#)

For More Information

Please call the Sign Hotline at 703-737-8494.



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