

Commercial Sign Permit Application

Town of Herndon – Building Inspections

777 Lynn Street 2nd Floor, Herndon, VA 20170

Telephone (703) 435-6850 Fax (703) 318-8492

E-Mail: buildinginspections@herndon-va.gov



Site Location:

Address: _____

Owner Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Architect/Engineer:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

License #: _____ Exp. _____

Contractor Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

State License#: _____ Exp: _____

Phone Number: _____

PERMIT# _____

Project Information:

Est. Construction Cost: \$ _____

Tenant/Building Name: _____

Sign Dimensions: _____

Wall Mounted: _____

Free Standing: _____

ARB Approved (if applicable): _____

HPRB Approved (if applicable): _____

Master Sign Plan: _____

Description/Comments: _____

Submitter Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

E Mail: _____

I hereby certify that I have the authority to make this application, that the information given is correct, and that use and construction shall conform to County Health Regulations, Building and Zoning Ordinances, and private deed restrictions, if any, which are imposed on the property. Furthermore, I certify that all materials used for work performed under this permit will be paid directly to the supplier by the property owner, and that all compensation will be on an hourly basis and paid by the property owner directly to the person(s) performing work under this permit.

Signature Contact, Owner or Authorized Agent

Date

Phone Number

Print Name

RETURN THIS COMPLETED APPLICATION TO THE OFFICE OF THE BUILDING OFFICIAL FOR ISSUANCE OF A BUILDING PERMIT