



DEPARTMENT OF COMMUNITY DEVELOPMENT  
 BUREAU OF PERMITS AND INSPECTION  
 ROOM 110 CITY HALL  
 900 E. BROAD STREET  
 RICHMOND, VIRGINIA 23219  
 PHONE (804) 646-6955  
 FAX (804) 646-1569

# SIGN PERMIT APPLICATION

PERMIT NO.  
**S**

PROJECT NO.  
**B**



**THIS IS AN APPLICATION ONLY. IT IS NOT AUTHORIZATION TO START ANY WORK. NO WORK SHALL START UNTIL A PERMIT IS POSTED ON THE JOB SITE.**

**CONTRACTOR/OWNER INFORMATION**

1 JOB/PROPERTY ADDRESS (STREET & NUMBER) 2 FLOOR/ROOM NO.

3 CONTRACTOR NAME 4 LICENSE TYPE 5 CLASS  A  B  C 6 STATE LICENSE NO.

7 CONTRACTOR STREET ADDRESS 8 CONTRACTOR TELEPHONE NO.

9 CITY STATE ZIP CODE 10 CONTRACTOR FAX NO.

11 PROPERTY OWNER NAME 12 PROPERTY OWNER ADDRESS/ZIP 13 OWNER DAYTIME TELEPHONE NO.

**BUILDING INFORMATION**

14 DESCRIBE CURRENT STRUCTURE USE 15 DESCRIBE PROPOSED STRUCTURE USE

<b>OFFICE USE ONLY</b>	16 NEW ACCESSORY BLDG. ACC <input type="checkbox"/>	17 ADDITION ADD <input type="checkbox"/>	18 RESIDENTIAL GARAGE AD1 <input type="checkbox"/>	19 RESIDENTIAL DECK AD2 <input type="checkbox"/>	20 OPEN PORCH AD3 <input type="checkbox"/>	21 ENCLOSED PORCH AD4 <input type="checkbox"/>	22 ALTER/REMODEL LIGHT AL1 <input type="checkbox"/>
	23 ALTER/REMODEL HEAVY AL2 <input type="checkbox"/>	24 DEMOLITION DEM <input type="checkbox"/>	25 TENANT FITUP FUP <input type="checkbox"/>	26 FOUNDATION ONLY FOU <input type="checkbox"/>	27 NEW BUILDING NB <input type="checkbox"/>	28 MOVING/RELOCATION REL <input type="checkbox"/>	29 REPAIR/REPLACEMENT REP <input type="checkbox"/>

**COST INFO**

30 TOTAL VALUE OF CONTRACT INCLUDING MATERIAL, LABOR, SUBCONTRACTS OVERHEAD AND PROFIT → \$

**WORK DESCRIPTION**

31 DESCRIBE SCOPE OF WORK

**CONTACT INFORMATION**

32 CONTACT PERSON 33 CONTACT PHONE NO. 34 CONTACT FAX NO.

35 CONTACT ADDRESS ZIP CODE 36 EMAIL

37 DO YOU WANT TO BE CALLED TO PICK UP PERMIT WHEN ISSUED?  YES  NO NAME PHONE NO.

38 ENGINEER/ARCHITECT NAME 39 ENGINEER/ARCHITECT PHONE NO. 40 ENGINEER/ARCHITECT FAX NO. 41 EMAIL

42 ARE ANY SIGNS EXISTING AT THIS LOT OR LOCATION? IF YES, TOTAL # AND AREA OF EXISTING SIGNS (SQUARE FEET)  YES  NO

43 PRINCIPAL STREET FRONTAGE? (LINEAR FEET) 44 IS PLOT PLAN ATTACHED?  YES  NO 45 HOW MANY SIGNS ARE TO BE ERECTED?

**FOR EACH INDIVIDUAL SIGN, ENTER FOLLOWING SPECIFICATIONS:**

SIGNS	46 SIGN TYPE	47 HEIGHT (FEET)	48 LENGTH/ WIDTH (FEET)	49 TOTAL AREA (SQUARE FEET)	50 PROJECTION FROM BLDG. (FEET)	51 HEIGHT ABOVE GRADE (FEET)	52 HEIGHT ABOVE PUBLIC PROPERTY (FEET)	53 SIGN PROJECTS OVER ROAD OR SIDEWALK YES/NO IF YES, FEET	54 ENCROACHMENT PERMIT APPLIED FOR YES/NO	55 SIGN SECURED TO BUILDING YES/NO	56 SIGN ANIMATED YES/NO	57 SIGN ILLUMINATED YES/NO
1												
2												
3												
4												
5												
6												

**SIGN TYPES** AC = AWNING/CANOPY | BB = BILLBOARD | FS = FREESTANDING | PA = PAINTED | PO = PORTABLE | PR = PROJECTING | SP = SUSPENDED | WL = WALL

**ASBESTOS CERTIFICATION**

A I, \_\_\_\_\_ (NAME OF APPLICANT) B CERTIFY THAT THE BUILDING AT \_\_\_\_\_ (ADDRESSES, FLOOR OR SUITE) HAS BEEN INSPECTED OR MEETS THE EXCEPTIONS OF SECTION 110.1.3, THE VIRGINIA UNIFORM STATEWIDE BUILDING CODE. THE ASBESTOS ABATEMENT WILL BE DONE AS PER REQUIREMENT OF THE "CLEAN AIR ACT" NATIONAL EMISSION STANDARD FOR THE HAZARDOUS AIR POLLUTANT (NESHAPS) AND OSHA "STANDARDS FOR CONSTRUCTION WORKERS".

C SIGNATURE \_\_\_\_\_

**OFFICE USE ONLY**

HISTORICAL DISTRICT  YES  NO VIOLATION ON PROPERTY  YES  NO TAX REHAB. NO. BOCA TYPE OF CONSTRUCTION

DELINQUENT TAXES DUE?  YES  NO AMOUNT OWED \$ DATE PAID

EXISTING USE GROUP PROPOSED USE GROUP FEE CALC. TYPE  S  U  B  C PERMIT FEE FEE RECEIVED RECEIPT NO.  CASH  CHECK  CREDIT CARD

IS PROPERTY IN 100 YR FLOOD PLAIN?  YES  NO FLOOD ELEV. SITE ELEV. CHESAPEAKE BAY PROTECTION AREA?  YES  NO CHESAPEAKE BAY MANAGEMENT AREA?  YES  NO

APPLICATION APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_ APPLICATION DISAPPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_

**A COPY OF YOUR STATE CONTRACTOR'S LICENSE AND BUSINESS LICENSE MUST BE ON FILE BEFORE A PERMIT WILL BE ISSUED.**

BY SUBMITTING THIS APPLICATION, I CERTIFY I AM IN COMPLIANCE WITH THE CODE OF VIRGINIA, SECTION 54.1-1100 ET SEQ; RULES AND REGULATIONS OF THE VIRGINIA BOARD OF CONTRACTORS AND CHAPTER 5, CODE OF THE CITY OF RICHMOND.

**FEE SCHEDULE - BASED ON VALUE OF CONTRACTOR'S ESTIMATE OR ESTIMATE CALCULATED BY R.S. MEANS, WHICHEVER IS HIGHER AMOUNT.**

**VALUE OF WORK INCLUDES LABOR, MATERIALS, SUBCONTRACTS, OVERHEAD AND PROFIT. THE FEE IS BASED ON CONTRACTOR'S ESTIMATE OR ESTIMATE CALCULATED BY R.S. MEANS, WHICHEVER IS HIGHER AMOUNT.**

RESIDENTIAL ONLY - 1 & 2 FAMILY		COMMERCIAL ONLY	
VALUE OF WORK	PERMIT FEE	VALUE OF WORK	PERMIT FEE
\$0 - \$2000	\$63.00	\$0 - \$2000	\$131.00
OVER \$2000	\$63.00*	OVER \$2000	\$131.00*

\*Add \$6.064 per thousand or fraction thereof for residential construction.  
\*Add \$8.489 per thousand or fraction thereof for commercial construction.

USE GROUP CODES	CODE	DESCRIPTION	CODE	DESCRIPTION	CODE	DESCRIPTION	CODE	DESCRIPTION
	A1A	THEATER/STAGE	B4	CAR WASH	H3	HIGH HAZARD	NU	NO USE SANCTIONED VACANT STRUCTURE
	A1B	THEATER NO STAGE	B5	FIRE STATION	H4	HIGH HAZARD	R1M	MOTEL
	A2A	NIGHTCLUB	B6	FUNERAL HOME	H5	HIGH HAZARD	R2A	DORMITORIES
	A2B	RESTAURANT EAT IN	B7	LAUNDRY	I1	GROUP HOMES 6 OR MORE	R2B	MULTIFAMILY
	A3B	MUSEUM/ART GALLERY	B8	MEDICAL OFFICE	I2A	INSTITUTIONAL INCAPACITATED	R2C	LODGING HOUSES
	A3C	LIBRARY	B9	OFFICE	I2B	INSTITUTIONAL DAY NURSERY	R3A	1&2 FAMILY OVER 3 STORIES
	A3D	PASSENGER TERMINAL	B10	BUSINESS - OTHER	MU	MIXED USE	R5A	SINGLE FAMILY ATTACHED UNDER 4 STORIES
	A3F	LECTURE HALL	E1	EDUCATION/SCHOOL 1 TO 12	M1	RETAIL CONVENIENCE STORE	R5B	TWO FAMILY ATTACHED UNDER 4 STORIES
	A3G	RESTAURANT FAST FOOD	E2	DAYCARE OVER 2 1/2 YEARS	M2	RETAIL DEPARTMENT STORE	R5C	SINGLE FAMILY DETACHED UNDER 4 STORIES
A3H	CHURCH	F1	FACTORY MODERATE HAZARD	M3	RETAIL SUPERMARKET	R5D	TWO FAMILY DETACHED UNDER 4 STORIES	
A4A	RECREATION CENTER	F2	FACTORY LOW HAZARD	M4	RETAIL STORE	R4A	ASSISTED LIVING 5 TO 16 PEOPLE	
B1	AUTO DEALERSHIP	H1	HIGH HAZARD	M5	RETAIL AUTO SERVICE STATION	S1	STORAGE MODERATE HAZARD	
B2	DENTIST/DOCTOR'S OFFICE	H2	HIGH HAZARD	R1H	HOTEL	S2	STORAGE LOW HAZARD	
B3	BANK					U	TEMPORARY/MISC	

**INSTRUCTIONS ON FILLING OUT A SIGN PERMIT APPLICATION**

At the top right hand corner of the application is a capital S. This is the space where your permit number will be written after you have paid for the permit.

**Box #1** - This is where you put the number & street address where the work is being done.

**Box #2** - This is to be used on multi-story commercial and multi-family residential projects. It can be left blank on single family and duplex permit applications.

**Box #3** - This is where you put the name of the contractor doing the work or your name if you are the owner/tenant and are applying for the permit as the owner/tenant.

**Box #4** - This is where you put the classification that is on your contractor's license such as BLD, BSC.

**Box #5** - This is where you put the class of license located on your contractor's license such as A, B, C.

**Box #6** - This is your state board of contractor's license number. It will always begin with 2701 or 2705 and be followed by six digits. Do NOT use a license number that begins with 2710 as this is a tradesman card number and does not allow you to apply for a permit.

**Box #7** - Contractor's street address.

**Box #8** - Contractor's telephone number.

**Box #9** - Contractor's city, state and zip code.

**Box #10** - Contractor's fax number.

**Box #11** - This is where you put the name of the property owner.

**Box #12** - This is where you put the property owner's address.

**Box #13** - This is where you put the property owner's daytime phone number.

**Box #14** - Fill in the current use of the property such as restaurant, single family dwelling, duplex, etc.

**Box #15** - Fill in the proposed use of the property such as restaurant, office, duplex, etc.

**Boxes #16 through #29** - Office use only.

**Box #30** - COST INFORMATION - This is the cost of all labor, materials, overhead, subcontractors and profit. This may be used to determine how much you pay in permit fees.

**Box #31** - Give a brief description of the work to be done.

**Box #32** - The name of the person to contact if there are questions about the application or drawings.

**Box #33** - Fill in the contact person's phone number.

**Box #34** - Fill in the contact person's fax number.

**Box #35** - Fill in the contact person's complete address.

**Box #36** - Fill in the contact person's e-mail, if available.

**Box #37** - Check whether or not you would like to be called to pick up the permit. If you check "yes", fill in your name and phone number.

**Box #38** - Fill in if submitting drawings done by an engineer or architect.

**Box #39** - Fill in the Architect/Engineer's phone number.

**Box #40** - Fill in the Architect/ Engineer's fax number.

**Box #41** - Fill in the Architect/Engineer's e-mail address.

**Box #42** - Mark Yes or No if there are any signs existing at this location. If yes give the number of signs and the square foot area for the signs.

**Box #43** - Fill in the Linear feet from the principal street frontage.

**Box #44** - Mark Yes or no if you have attached a Plot Plan.

**Box #45** - Fill in the number of signs that are to be erected.

**Box #46** - Fill in type of sign that is to be erected. AC=awning/canopy, BB=billboard, FS=freestanding, PA=painted, PO=portable, PR=projecting, SP=suspended, WL=wall.

**Box #47** - List the height of the sign in feet.

**Box #48** - Fill in the length/width of the sign in feet.

**Box #49** - Fill in the total area in square feet of the sign.

**Box #50** - Fill in the distance (in feet) that the sign projects from the building.

**Box #51** - Fill in the sign's height above grade in feet.

**Box #52** - Fill in the sign's height above public property in feet.

**Box #53** - Mark Yes or No if the sign projects over the road or public sidewalk. If yes mark the number of feet that it projects.

**Box #54** - Mark Yes or No if you have applied for an encroachment permit for this sign.

**Box #55** - Mark Yes or No if the sign is secured to the building.

**Box #56** - Mark Yes or No if the sign is animated.

**Box #57** - Mark Yes or No if the sign is illuminated.

**Box #A, B & C** - Fill out the asbestos certification with the Applicant's name, property address and signature if renovating an existing commercial structure. (This section is not applicable to residential structures of 4 units or less.)