



COUNTY OF FAIRFAX, VIRGINIA  
 DEPARTMENT OF PLANNING AND ZONING  
 ZONING ADMINISTRATION DIVISION, ZONING INSPECTIONS BRANCH  
 12055 Government Center Parkway, Suite 829 Fairfax, Virginia 22035 (703) 324-4300

**APPLICATION FOR A PERMIT TO ERECT, ALTER, REFACE, OR RELOCATE A SIGN**

NO Sign Permit will be issued until a COMPLETE application has been submitted, reviewed and approved. **The filing fee is required to be paid following submission.** Please type or print in the blank spaces. Submission Standards and Instructions are included.

1. Owner/Occupant \_\_\_\_\_ Address \_\_\_\_\_  
 Unit \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
2. Sign Location (Address) \_\_\_\_\_ Application no. \_\_\_\_\_ of \_\_\_\_\_
3. NON-RUP # \_\_\_\_\_ New Tenant Layout # \_\_\_\_\_
4. Type of Use (Office, Church, Bank, Restaurant, Hair Salon, School, Retail, etc.) \_\_\_\_\_
5. Sign Message \_\_\_\_\_  
 (Provide a translation of the sign message or symbol if a language other than English is used.)
6. Type of Sign: Building Mounted  Freestanding  New Sign  Reface  Relocate/Alter   
 Illuminated Yes  No  Proposed background color of sign (if illuminated) \_\_\_\_\_  
 Electrical/Manual Changeable Message Yes  No
7. If the sign is being altered, refaced or relocated, provide the previously issued sign permit # \_\_\_\_\_
8. Sign Area Requested \_\_\_\_\_ sq. ft. Select and complete 9. or 10. below to determine sign area.
9. Proposed sign dimensions \_\_\_\_\_ ft. (length) X \_\_\_\_\_ ft. (width)
10. Sign area calculated by using the "Eight Line Method" \_\_\_\_\_ sq. ft. (Show math on illustration)

**BUILDING-MOUNTED SIGN**

11. Building (store, unit) frontage \_\_\_\_\_ linear feet
12. Façade the sign is to be install on: FRONT \_\_\_\_\_ REAR \_\_\_\_\_ LEFT SIDE \_\_\_\_\_ RIGHT SIDE \_\_\_\_\_
13. Number of existing building-mounted signs at this sign location \_\_\_\_\_
14. Total square footage of all other existing building-mounted signs at this sign location \_\_\_\_\_ sq. ft.
15. Number of existing building-mounted signs to be removed \_\_\_\_\_ Sign area to be removed \_\_\_\_\_ sq. ft.

**FREESTANDING SIGN**

16. Height above grade \_\_\_\_\_ feet
17. Depth of Sign \_\_\_\_\_ feet/inches
18. Degree of separation between the faces of a 'V' shaped sign \_\_\_\_\_ degrees
19. Distance separating the leading edge of the sign from the nearest property line \_\_\_\_\_ feet

I hereby certify that I have the authority to make the foregoing application, that the information is correct and that the construction and / or installation of this sign will conform to all Fairfax County regulations.

20. Applicant's Name (Print) \_\_\_\_\_ Phone \_\_\_\_\_
21. Signature \_\_\_\_\_ Date \_\_\_\_\_
22. Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
23. E-Mail Address \_\_\_\_\_
25. Sign Contractor Contact's Name \_\_\_\_\_ Phone \_\_\_\_\_

**Official Use Only**

Date Submitted \_\_\_\_\_ Receipt # \_\_\_\_\_ Application # \_\_\_\_\_ Reviewer \_\_\_\_\_



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**INSTRUCTIONS FOR COMPLETING SIGN PERMIT APPLICATIONS:**

Each numbered item below refers to the identical numbered line on the application. Type or legibly print all requested information.

1. The name of the sign owner or name of the tenant and the address of this person or firm.
2. Provide the address in Fairfax County where the sign is proposed to be installed (if different from #1). Indicate whether this is for a single application (1 of 1) or if other applications at the same address (1 of 2, 2 of 3, etc.)
3. Supply NON-RUP # and New Tennant Layout # if applicable.
4. Describe the land use which is being advertised by the proposed sign. For example, is the land use a residential subdivision, a church, retail sales establishment, office, fast food restaurant, bank, hair salon, warehouse, etc.
5. Describe the sign message, logo, business name, symbol, etc., to be displayed on the proposed sign. Provide translation of the message, logo, sign, symbol, etc., to be displayed if the sign is not written in English.
6. Indicate if the proposed sign is a building-mounted or freestanding sign; is a new sign or an existing sign to be refaced or altered; if the sign is to be illuminated, provide the proposed background color of the sign; and does the sign have electrical or manual changeable copy capability.
7. If the sign is being altered, refaced or relocated, indicate the previously approved sign permit number, if known.
8. Provide the area of the proposed sign. Sign area can be calculated by either 9. or 10. below.
9. Sign area is calculated by multiplying the length x the width, (A= L X W), or,
10. Sign area can be calculated by using the 8 rectilinear line method.
11. Provide Building frontage. Building frontage is the linear dimension of that one (1) architecturally designed wall containing the main entrance for use by the public to this applicant's space.
12. Indicate on which façade or elevation the proposed sign is to be installed.
13. Provide the number of existing building-mounted signs at the sign location.
14. Total square footage of all existing building-mounted signs.
15. Number of existing building-mounted signs and sign area being removed.
16. Indicate the height of the sign as measured from the lowest grade adjacent to the sign to the top most portion of the freestanding sign.
17. Provide the depth of the freestanding sign. Depth is the distance between the sign faces when the sign faces are parallel to each other.
18. If sign faces are 'V' shaped and separated by an interior angle, provide the angle separation in degrees.
19. Provide the distance separating the leading edge of and a side of the sign from the front and side property lines.

**SUBMISSION STANDARDS FOR SIGN PERMIT APPLICATIONS**

- Submit one (1) completed Sign Permit application form for each proposed sign.
- One (1) authorization letter from the property owner or owner's agent allowing the applicant to display sign(s) at the subject property. (To be provided on the owner's or agent's letterhead)
- Non-refundable submission fee of \$95 per sign. This fee is payable at the time of submission. Applications will not be reviewed or approved unless the Sign Permit application fee is paid.

- Sign Permit applications are only accepted on a walk-in basis.
- Sign Permit applications will be considered abandoned six (6) months after submission and disposed of without notice if the application has not been diligently pursued by the applicant.
- Separate Building and Electrical Permits and associated fees may be required for each sign. For more information on these requirements, please contact the Department of Public Works and Environmental Services, Customer & Technical Support Center, 12055 Government Center Parkway, 2nd floor, Fairfax, Virginia, 22035, (703) 222-0801, <http://www.fairfaxcounty.gov/living/buildingpermits/>.
- Attach copies of all approved proffered conditions, Special Permit plats and Resolutions, Special Exception plats and approved development conditions, Variance Resolutions and Architectural Review Board approvals that are applicable to the property on which the sign is to be located.
- If the proposed sign is to be located on property subject to an approved Comprehensive Sign Plan (CSP), provide the plan name and CSP application number on the Sign Permit application form and attach a copy of the proposed matrix, if required.
- Once issued, the approved Sign Permit will be deemed null and void, without notice, if the authorized sign(s) is/are not installed within twelve (12) months from the date of approval. The approved Sign Permit number is required to be placed on the lower right hand corner of the sign and visible from the ground.
- The Fairfax County Zoning Ordinance regulates signs location on private property only. Requests for signs to be located in the Virginia Department of Transportation (VDOT) Right-of-Way must be approved by VDOT.
- No sign permits will be issued for prohibited signs detailed in Sect. 12-104 of the Fairfax County Zoning Ordinance.
- STATUS – Call (703) 324-4300 or the reviewer's direct phone number for sign permit application status.
- Applications will not be accepted when received by mail, facsimile, e-mail, or other delivery services.

**All Signs**

- Three (3) colored copies of the proposed sign design drawn to scale on pages no greater than 8 ½ x 11 inches.
- Provide dimensions including, length, width, depth (cross section), height, area, etc.
- Trade-mark number and copy of the trade-mark indicating all colors.
- Specify if the proposed sign is to be internally or external illuminated and if the sign has changeable copy ability.
- Any other documents that are deemed required.

**Building-mounted signs (wall signs)**

- The illustrations must show the location of the sign on the building elevation.
- Number of existing building-mounted signs to remain and the aggregate area of those existing signs.

**Freestanding signs (pole signs, 'V' shaped signs, ground mounted signs, etc.)**

- Three (3) copies of either a site plan, record plat or subdivision plan detailing the location of the proposed sign.
- Indicate the distances in feet from the leading edge of the sign to the right-of-way and the side of the sign to the nearest property line.