

Checklist for submitting a sign permit application

Have you supplied?

- One (1) completed sign permit application for each proposed sign.
- Three (3) color renderings of each proposed sign.
- Renderings that include the dimensions (length, width & height) of the proposed sign and the height above grade if freestanding.
- The area of each sign proposed in square feet.
- The background color of each illuminated sign.
- An elevation drawing that indicates the location on the building that the proposed building-mounted sign will be placed.
- A endorsed letter from the property owner/ agent authorizing the applicant to install a sign on their property.
- A Building Permit and/or an Electrical Permit (if illuminated) application.
- If the proposed sign is regulated with a registered trademark, provide the trademark information regarding design and color.
- Copy of the applicants Non-Residential Use Permit (Non-RUP/Occupancy)



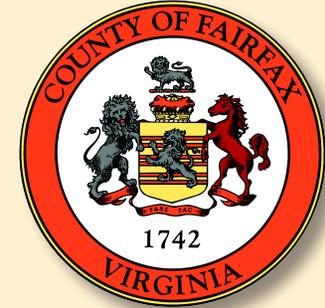
Fairfax County
Department of Planning and Zoning
Zoning Inspections Branch
Herrity Building
12055 Government Center Parkway
Suite 829
Fairfax, Virginia 22035-5508
703 324-4300
www.fairfaxcounty.gov/dpz

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To request this information in an alternate format, call 703-324-1366, TTY 711



PERMIT REVIEW PROCESS FOR INSTALLING SIGNS ON PRIVATE PROPERTY

In Fairfax County, signs on private property require an **approved building permit** and **sign permit** prior to their installation. This pamphlet explains the sign permit review process.

Step 1 – Submit and/or log in a building permit application (and an electrical permit application if illuminated by other than an existing outlet) to install either a new wall (building-mounted) or freestanding sign.

The applicant must submit the applications, along with any required design plans to the

Dept. of Public Works and Environmental Services
Customer & Technical Support Center
Room 230, Herrity Building
12055 Government Center Pkwy, Fairfax, VA 22035
703-222-0801

The applicant retains all documents at this step and receives a building permit application number.

Note: Free standing signs, greater than 6 feet in height, need structural support designs, and electrical design drawings are required if the sign is to be illuminated by other than an existing outlet.

Note: In instances where the structure supporting the sign is modified, repaired, damaged, etc., or internal illumination is modified or converted, separate building and/or electrical permits may be required.

The re-facing of a lawfully existing sign does not require building or electrical permit approval. In this case, proceed directly to

**Dept. of Planning and Zoning (DPZ)
Zoning Inspections Branch
Room 829, Herrity Building
12055 Government Center Pkwy, Fairfax, VA 22035
703-324-4300**

Approval of a reface sign permit will be required.

Step 2 - Proceed to the cashier's station on the second floor of the Herrity Bldg. Payment is required for the building permit, and, if warranted, electrical permit fees.

Step 3 - Proceed to the Zoning Inspections Branch, DPZ, Room 829. Submit (drop off) the (1) completed sign permit application, along with all attachments, as detailed on the back of the sign permit application, (2) the building and electrical permit applications, and (3) the required freestanding sign design plan as detailed in Step 1.

Step 4 - After submission, proceed to the cashier's station, to pay the required sign permit application submission fee. A second check is recommended for this purpose. There is no walk-through sign permit application review process available.

Step 5 - The Zoning review of the sign permit application commences after confirmation of the fee payment. The fee payment releases the application for assignment and review. A field inspection will be conducted to verify information on the application.

If the sign permit application as submitted is denied or cannot be approved, the applicant will be contacted and may resubmit corrected drawings, plans; other documents, or provide additional information so that

the sign permit application review can be completed.

If the proposed sign cannot be approved, the application will be denied.

Step 6 - Once approved, the applicant will be contacted and the sign permit will be issued. The applicant returns to Room 829 and collects the sign permit, approved sign drawings, building and electrical permit applications, site drawings, and other related documents and proceeds to the next review step.

Step 7 - If the approved sign permit is for a wall (building-mounted) sign, the applicant is to proceed to Logout, Room 230, for building (and or electrical) permit issuance. This is traditionally accomplished on a walk-through basis.

Step 8 - If the approved sign permit is for a free standing sign, the applicant is to proceed to Site Permits, second floor, Room 230 for review and approval, and then proceed to Building Plan Review, third floor, Room 324 of the Herrity Building to submit and drop off the required sign design plan for a building plan review.

Applicants may confirm the status of the Building Plan Design review at

<https://www.fairfaxcounty.gov/bldgpermits/>

Enter either the address of the job site or building permit application number (received at Step 1).

Following the successful completion of the design plan review, the applicant must retrieve the approved plans from Room 324 and proceed to Logout (Step 9).

If the required freestanding design plan is not approved, amended design plans will be required to be resubmitted to Building Plan Review until the design is approvable.

Step 9 (final step) - The applicant is to proceed to Logout on the second floor, Room 230 for building and electrical permit issuance.

The most common reasons why sign applications are failed or are denied

- Incomplete applications.
- Did not submit the owner's/authorized agent's approval letter.
- The area of the proposed sign is larger than allowed.
- Did not provide the dimension of the sign (length, width, depth [cross section], height, area, etc.).
- Proposed illuminated sign designs with a translucent white, off- white or yellow background color are not permitted. Signs with these background colors must be opaque.
- Other signs that exist at the jobsite were installed without permit approval.
- The sign is not on the applicant's property or is not accessory to the principal use of the property.
- The Zoning Ordinance does not allow a freestanding sign at the proposed location.
- The freestanding sign was proposed in the sight distance triangle.
- A Comprehensive Sign Plan, Special Exception or Special Permit exists on the property and the proposed sign does not satisfy the approved limitations.
- Zoning Ordinance violations exist on the property.
- Excessive window signage.