

SIGN PERMIT RETENTION SCHEDULE

Sign permit applications will be retained according to the following schedule, after which time they will be voided without notice and all documents pertaining to the application will be disposed of.

No refunds will be issued for sign permit applications that have been voided.

If a sign permit application is voided but it is later decided that a sign permit is needed for the same sign, a new sign permit application (including all requirements & fees) will be required.

ISSUE	SCHEDULE
Application fees are not paid	15 business days from the date of application acceptance
Application is not diligently pursued by the applicant	6 months from the date of the last review
Approved application is not picked up by applicant	6 months from the date of approval
Sign is not erected and all necessary final inspections are not approved	12 months from the date of issuance



Fairfax County
Department of Planning and Development
 Zoning Administration Division
 Zoning Permits Branch, Sign Permits Section
 Herrity Building, Suite 829
 12055 Government Center Parkway
 Fairfax, Virginia 22035-5508
 (703) 324-4300

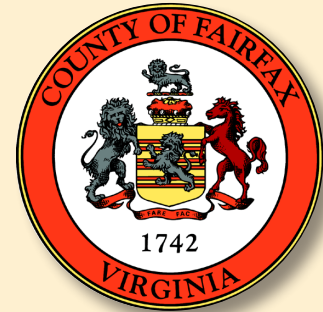
Please refer to www.fairfaxcounty.gov/planning-zoning/zoning/sign-permits for more information on the **Sign Permit** process including signs on awnings and canopies.

The information on this brochure is subject to change without notice.

*A Fairfax County, Virginia, publication
 March 2020*



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



SIGN PERMIT REVIEW PROCESS

In Fairfax County, most signs require an **approved building permit** and **sign permit prior to installation**. This pamphlet outlines the sign permit review process.

Step 1 – Submit a building/sign permit application (and an electrical permit application if illuminated) to install a building-mounted or freestanding sign.

The applicant must submit **IN PERSON** the permit applications and all other submission requirements to:

FAIRFAX COUNTY
Department of Planning and Development
Zoning Administration Division
Zoning Permits Branch, Sign Permits Section
12055 Government Center Parkway
Suite 829
Fairfax, Virginia 22035
703-324-4300

Step 2 - Pay the sign, building and electrical permit application fees at the cashier's station (Suite 236). (Online payment is also available at https://www.fairfaxcounty.gov/bldgpermits/fee_paylist.aspx)

Step 3 - Review of the sign permit application begins when payment is confirmed.

Step 4 - Once approved, the applicant will be contacted to pick up the sign, building and electrical permits from Suite 829 of the Herryty building. The permits will **ONLY** be released to the noted applicant on the Sign Permit Application (identification is required).

CHECKLIST FOR SUBMITTING A SIGN/BUILDING/ELECTRIC PERMIT APPLICATION

- One completed sign/building/electric (if illuminated) permit application for each proposed sign.
- Three color renderings of each proposed sign. Renderings **MUST** be drawn to scale and include:
 - 1) all dimensions (length, width, height & distance between sign faces) of the proposed sign.
 - 2) If the sign is building-mounted, show the location of the sign on the building.
 - 3) If the sign is internally illuminated, provide color temperature in kelvin.
- If the sign is freestanding, submit:
 - 1) one site plan drawn to scale, showing the location of the sign and the distance of the sign from the nearest property boundaries on a 24" x 36" sheet.
 - 2) one reduction of the site plan on an 8 1/2" x 11" sheet
- The number of an approved Non-Residential Use Permit (Non-RUP) or issued New Tenant Layout Permit.
- A signed letter from the property owner/agent authorizing the applicant to install a sign on the property with valid contact information (name, title, business address, email address and phone number) and dated within six (6) months of submittal.
- A sign matrix, if requested.
- IF REFACING AN EXISTING SIGN: provide documentation to demonstrate that the existing sign was previously approved/ permitted.

- A copy of a valid Virginia Contractor's License from the Department of Professional and Occupational Regulation (DPOR) with the appropriate classification(s) for the requested permit(s):
 - Billboard/Sign Contracting (BSC) - building, sign, electrical
 - Commercial Building Contractor (CBC) – building ONLY
 - Electrician (ELE) electrical ONLY
- A valid BPOL account number from Fairfax County, unless exempt.

NOTES:

- All permit applications for wall-mounted signs must be filed separately from permit applications for freestanding signs.
- Freestanding signs greater than 6 feet in height require building plan review. Please contact Building Plan Review at (703) 631-5101 for more information.
- Upon the issuance of building and electrical permits and sign installation completion, a final inspection is required. Please call (703) 631-5101 to schedule the final inspection.
- The REFACING of a lawfully existing sign may not require a building or electrical permit; however, approval of a sign permit application is required.
- Internally illuminated signs must have an opaque background and translucent text and symbols, or have a translucent background that is not white, off-white or yellow in color, and the color temperature may not exceed 3000 kelvin.
- An illuminated signage located on the sides of a canopy must be internally illuminated or backlit.
- Complete sign permit applications are reviewed within fifteen (15) business days of the permit fees being paid.