



SIGN PERMIT APPLICATION PROCESS

In Fairfax County, most signs require an approved building permit and sign permit prior to installation. The following outlines the process in applying for Sign Permits:

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

Application forms are available at:

<https://www.fairfaxcounty.gov/planning-development/sites/planning-development/files/assets/documents/signpermitprivateproperty/sign-permit-application.pdf>

Email Address: DPDMailforZPB-SPS@FairfaxCounty.gov

Mailing Address: Department of Planning and Development
Zoning Permits Branch- Sign Permits Section
12055 Government Center Parkway, Suite 829
Fairfax, VA 22035

Drop-off Location: Applications may be placed in the
Zoning Permits Branch drop box, located at the front of the
Herrity Building (12055 Government Center Parkway).

Step 2 – Upon receipt of a complete sign application package, fees will be assessed and emailed to the applicant for online payment.

Online payment is available at:

https://www.fairfaxcounty.gov/bldgpermits/fee_paylist.aspx

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

CHECKLIST FOR SUBMITTING A BUILDING/SIGN PERMIT APPLICATION

- One completed building/sign permit application for each proposed sign.
<https://www.fairfaxcounty.gov/planning-development/sites/planning-development/files/assets/documents/signpermitprivateproperty/sign-permit-application.pdf>
- A Building Plan Review Waiver, if applicable.
<https://www.fairfaxcounty.gov/planning-development/sites/planning-development/files/assets/documents/signpermitprivateproperty/bpr-waiver-form-signs.pdf>
- One color rendering of each proposed sign. The rendering **MUST** include:
 - All dimensions (length, width, height & distance between sign faces) of the proposed sign.
 - If the sign is building-mounted, show the location of the sign on the building.
- If the sign is freestanding, submit:
 - 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"x36" sheet.

Electronic versions of recent site plans may be available at: [Site Records Viewer](#)

- 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.
- 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 copy of a valid BPOL License from Fairfax County, unless exempt.

Submission of the following documents, while not required, will help expedite the review process:

- The number of an approved Non-Residential Use Permit (Non-RUP) or issued New Tenant Layout Permit.
- If **REFACING AN EXISTING SIGN**: documentation to demonstrate that the existing sign was previously approved/permitted.

Document research can be performed at: <https://ldip.fairfaxcounty.gov/>.

Please note that this database does not include all County approved documents, as older documents may exist on paper only.

NOTES:

- All permit applications for building-mounted signs must be filed separately from permit applications for freestanding signs.
- 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.
- 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.
- An illuminated sign 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.
- Freestanding signs greater than 6 feet in height require building plan review.

When a sign requires building plan review, building plans must be submitted to the Building Plan Review office for their review and approval following the issuance of the sign permit.

To do this, go to www.fairfaxcounty.gov/FIDO and apply for a plan review only permit (commercial eplan) and follow the instructions in the link below.
www.fairfaxcounty.gov/landdevelopment/alternate-process-nonstandard-eplans

For questions regarding the sign permit, please email the Sign Permits Section at DPDMailforZPB-SPS@FairfaxCounty.gov or call 703-324-4300.

For questions regarding the building permit, please email Building Plan Review at bprmail@fairfaxcounty.gov or call 703-631-5101.

Upon the issuance of building and electrical permits and sign installation completion, copies of the permits must be posted at the job site, and a final inspection is required. Please call (703) 631-5101 to schedule a final inspection for the building/electrical permits, as applicable.

SIGN PERMIT RETENTION SCHEDULE:

Sign permit applications will be retained according to the following schedule, after which time they will be voided without notice.

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
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
<https://www.fairfaxcounty.gov/planning-development/zoning/sign-permits>
for more information on the
SIGN PERMIT PROCESS
Including signs on awning and canopies.**



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

A Fairfax County, Virginia, publication

February 2021



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