

TOWN OF VIENNA
SIGN, BUILDING, AND ELECTRIC PERMIT APPLICATION PROCESS

1. Applicant will apply online for a Fairfax County Building Sign Permit. Apply at: <https://www.fairfaxcounty.gov/bldgpermits/webpermit.aspx>
2. Applicant will submit the permit number acquired from the online application, along with all Town of Vienna sign permit application requirements, to the Town of Vienna.

NOTE: All Town of Vienna signs require design approval by the Board of Architectural Review. The Board meets once a month to discuss applications in a public meeting. All applications for the Board must be received through the IDT application portal: <https://vienna.idtplans.com/secure/>. For additional information, please contact the Town of Vienna at SignPermits@viennava.gov.

3. After the applicant has received Town of Vienna Board of Architectural Review approval, Town of Vienna staff will provide applicant with stamped drawings through the IDT application portal for download.
4. Applicant will complete the permitting process by submitting the following to Fairfax County at: DpdMailforZPB-SPS@fairfaxcounty.gov
 - A completed Sign & Building Permit application form. On this form, provide the building permit number generated via the online submission (see #1 above). The form is available at: <https://www.fairfaxcounty.gov/planning-development/sites/planning-development/files/assets/documents/signpermitprivateproperty/sign-permit-application.pdf>.

NOTE: If the sign is illuminated, please indicate on the *Description of Work* and specify type on the *Electric for Sign* portion of the application form.

- A copy of the approved sign permit and stamped drawings issued by the Town of Vienna (refer to #4 above)
- A Building Plan Review Waiver, if applicable. The waiver is available at: <https://www.fairfaxcounty.gov/planning-development/sites/planning-development/files/assets/documents/signpermitprivateproperty/bpr-waiver-form-signs.pdf>

Please be aware, if the application is for a freestanding sign over 6 feet, building plans must be submitted by the applicant to Building Plan Review office for review at: <https://www.fairfaxcounty.gov/landdevelopment/paper-and-epaper-submissions>

The Building Plan Review office can be reached at 703-631-5101 or via email at bprmail@fairfaxcounty.gov

- A copy of a valid Virginia Contractor's License (DPOR) with appropriate classifications.
 - Billboard/Sign Contracting (BSC) - building, sign and electrical
 - Commercial Building Contractors (CBC) (building only)
 - Electric (ELE) (electrical only)
 - A copy of a valid BPOL from Fairfax County, if necessary.
 - Contractors and master tradesmen located in the state of Virginia, but not in Fairfax County must gross over \$25,000 to require a BPOL license.
 - Contractors and master tradesmen located out of the state of Virginia or located in Fairfax County must gross over \$10,000 to require a BPOL license.
 - Contractors located in the cities of Fairfax and Falls Church, and the towns of Clifton, Herndon and Vienna are not subject to County BPOL licenses.
5. Following receipt of the above submission requirements, the fee for the electric permit will be assessed, if an electric permit is required, and the amount emailed to the applicant, along with online payment instructions.
6. Fairfax County staff will log-out and issue the building permit, and if required, the electric permit. The Town of Vienna will be copied on all correspondence to the applicant.