



601 Caroline Street, Suite 400
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540-372-1179
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SIGN PERMIT APPLICATION

Application Requirements:

1. **Fees:**

- a. All permanent sign applications require a **\$75.00** deposit, due at time of submission. The balance of the fee will be due with the issuance of the permit.
- b. If within the Historic District, requires ARB approval and an additional \$75.00 fee is required, due at time of submission.
- c. All temporary sign applications are **\$75.00**.

2. **Three (3) copies of:**

- a. Building mounted signs:
 - i. Sign dimension and location details. (§72-34 and 72-59.6 by zoning district, including overlays)
 - ii. Support/attachment details and specifications.
- b. Freestanding signs:
 - i. Sign dimension details. (§72-34 and 72-59.6 by zoning district, including overlays)
 - ii. Layout plan showing location and dimensions from property lines and existing free standing signs.(§72-59.5.B)
 - iii. Footer/foundation details and specifications. Sealed, engineered plans are required for signs above 8’ in height.

3. For electronic variable message signs: **certification letter**. (§72-59.5.A)

4. For illuminated signs: **photometric analysis or compliance note**. (§72-58 and 72-59.5)

5. Newly installed illuminated signs require the submittal of an original **Tradesman Affidavit form and attachments**.

6. For **new businesses**, the application will not be approved prior to the submittal of applications for **Certificate of Zoning Use** and **Certificate of Occupancy**.

Inspections:

Following installation of signage and prior to final inspection, photographic evidence of installation and UL listing shall be provided to the Building Services Division. Requests for final inspections should be called into the Building Services Division at (540) 372-1080.

Property Owner Information:

It is the owner’s responsibility to ensure that any sign(s) proposed to be located within easements of any kind or around fire protection facilities, have the necessary authorization from the easement holder. If the City is the easement holder, the Department of Public Works must authorize the proposed structure within the easement. The City shall not be responsible for damage to signs that must be removed by an easement holder to access such easements or facilities.

I hereby certify that I have the authority to make the foregoing application, that the information provided is correct and that the construction will be in accordance with the plans and specifications provided and conform to the regulations of the City of Fredericksburg.

Property Owner’s Name and Company Title (Print): _____

Property Owner’s Phone Number: _____ Property Owner’s Email: _____

Property Owner’s Signature: _____ Date: _____

Applicant Information:

I hereby certify that I have the authority to make the foregoing application, that the information provided is correct and that the construction will be in accordance with the plans and specifications provided and conform to the regulations of the City of Fredericksburg.

Applicant’s Name (Print): _____

Applicant’s Signature: _____ Date: _____

Applicants Mailing Address: _____

Phone Number: _____ Email: _____

Site Information:

Location: _____ Business Name: _____

Zoning District: _____

Historic District: _____ YES _____ NO

Installer Information:

Contractor/Installer Name: _____ State License #: _____

Address: _____

Electrician: _____ Permit No: _____ or Existing Electrical: Yes _____

Existing Signage to Remain, Removed, or Replaced by Building Side:

	Number of Signs	Area of Signs (square feet)	Area of Signs to be Removed (square feet)	Net Area of Signs to Remain (square feet)
Existing Building Mounted Signs				
Existing Freestanding Signs				

Proposed Signage:

Linear feet of entire building frontage/perimeter in accordance with §72-59.6: _____

Type of Sign (Temporary / Freestanding / Building Mounted)	Illuminated Yes/No	Number	Dimensions of Sign	Area (square feet)

Total Cost: _____

Freestanding Signage - Total Square Feet: _____

Building Mounted Signage - Total Square Feet: _____

For Completion by the Community Planning & Building Department

Approved by Development Administrator: _____ Date: _____

Approved by Building Services Division: _____ Date: _____

This permit grants permission under City Code §72-24 for a sign(s) on a property, based on information provided. The City is not responsible for determining who owns the property on which the sign(s) will be placed, or that all other permissions required to do so (for example, permission from anyone holding an easement on the property) are in place. Approval of the permit does not guarantee approval of a Certificate of Zoning Use or Certificate of Occupancy for the business.

Any person aggrieved by this decision may have the right to appeal to the Board of Zoning Appeals within 30 days of the date of this notice (Code of Virginia §15.2-2311). Such appeal shall be in writing to the Zoning Administrator, specify the grounds for the appeal and include an appeal fee of \$450 for individual single-family lots or \$700 for all other properties. This decision shall be final and unappealable if not appealed within 30 days.

If located in the Historic District:

Approved by ARB: _____ Date: _____

Deposit Fee: _____ CZU Submitted: _____ Sign Permit #: _____ Date Rcvd: _____