

# INSTRUCTION FOR A SIGN PERMIT

1. Contact Jason Tackett, Outdoor Advertising Agent with VDOT at 804-432-2843 or [Jason.Tackett@VDOT.Virginia.gov](mailto:Jason.Tackett@VDOT.Virginia.gov) to obtain VDOT's approval for the location of the sign. If not required, please have VDOT provide confirmation that no permit is required.
2. Complete the "Application for Sign Permit" (used for both zoning and building).
3. Submit to this office, the completed application as well as the following information:
  - Two sets of drawings of the proposed sign, to include dimensions, material and required details of construction, including loads, stress and anchors, as well as electrical information if illuminated.
  - Wording for the sign
  - How the sign is to be mounted
  - Location of the sign on the property (drawn on the site plan (plat))
  - Indicate the set backs from the property lines and any existing structures
4. Submit the above information to the Community Development Department for Review. Someone in the department will contact you if there are further questions or when your sign permit has been approved.
5. Fees:
  - Zoning Fee - \$50.00 + \$1.00 per square foot (this fee must be paid at time of application and is non-refundable)
  - Building Permit Fee – \$51.00 (if applicable)
  - Electrical Permit (if sign is illuminated) - \$51.00
6. All permits will be issued simultaneously.
7. Inspections: Footing, Framing, Electrical R/I, Electrical Final, Final Sign Inspection (includes zoning and building inspections and the adherence of the permit number to the sign)

# Virginia Department of Transportation Outdoor Advertising Regions

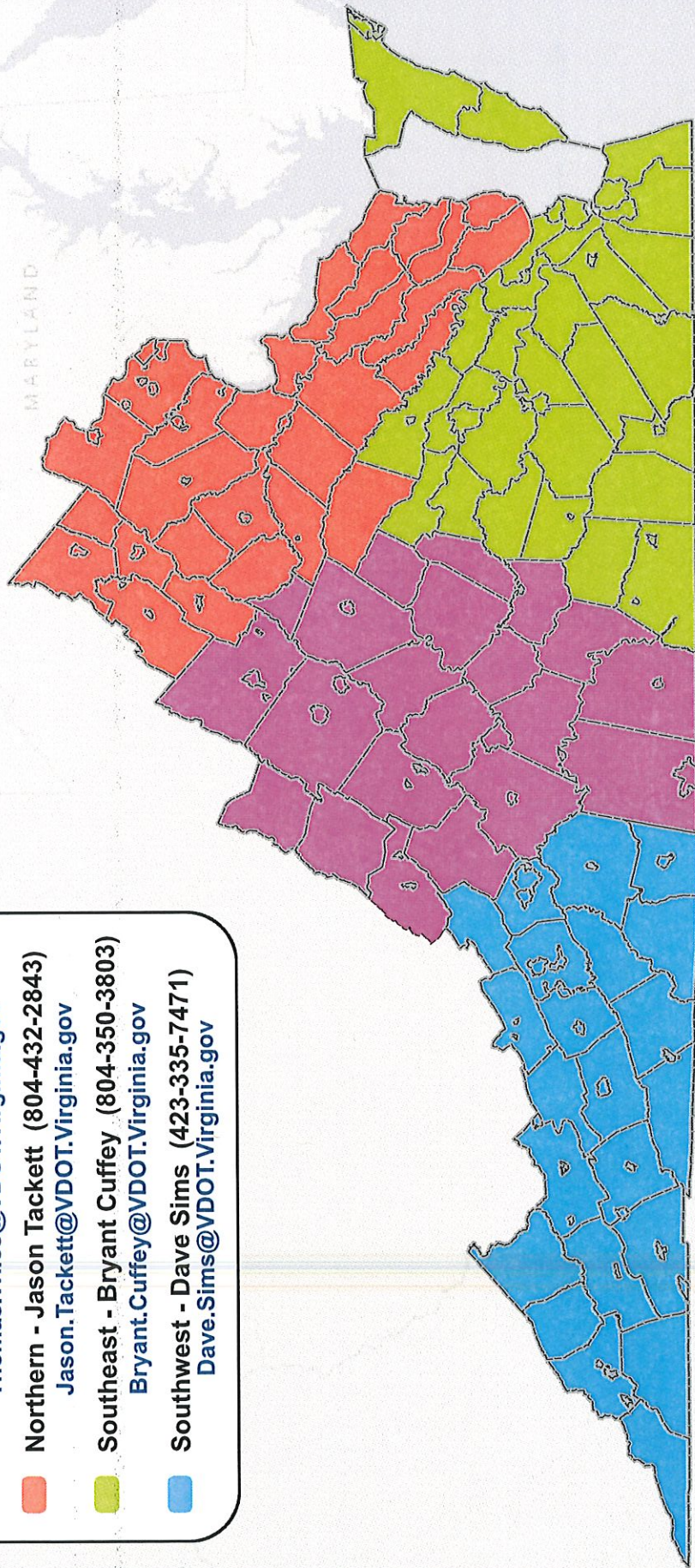


PENNSYLVANIA

MARYLAND

  
Virginia Department of Transportation

-  Virginia Jurisdiction
-  Central - Tim Wiles (804-389-5169)  
Thomas.Wiles@VDOT.Virginia.gov
-  Northern - Jason Tackett (804-432-2843)  
Jason.Tackett@VDOT.Virginia.gov
-  Southeast - Bryant Cuffey (804-350-3803)  
Bryant.Cuffey@VDOT.Virginia.gov
-  Southwest - Dave Sims (423-335-7471)  
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March 2018