



Sign Permit Application

Department of Building Inspection, PO Box 40
 9800 Government Center Parkway, Chesterfield, VA 23832
 Phone: 804-748-1057
 Commercial Fax: 804-717-6080
www.chesterfield.gov/bi
 Avoid Paper and Apply Online
<https://aca-prod.accela.com/CHESTERFIELD/>

SIGN PERMIT #:

WORK DESCRIPTION	BRIEFLY DESCRIBE SIGN(S) BEING INSTALLED:	
	ILLUMINATION: _____INTERNAL _____EXTERNAL _____NONE	
	IF ILLUMINATED: HAVE ALL OF THE CIRCUITS BEEN INSTALLED? _____YES _____NO	
SIGN INFORMATION	EST. COST OF CONSTRUCTION: (NOTE: ESTIMATED COST OF CONSTRUCTION IS LABOR AND MATERIALS FOR WORK COVERED UNDER THE SIGN PERMIT. DO NOT INCLUDE THE COST OF ELECTRICAL.)	\$
	FOR FASTER PROCESSING, SUBMIT 1 PLAN SET AT 11" X 17" OR SMALLER. IF NOT POSSIBLE, 3 PLAN SETS ARE REQUIRED.	
SIGN INFORMATION	SITE SKETCH SHOWING BUILDING FOOTPRINT AND THE FOLLOWING: FOR BUILDING MOUNTED SIGNS: LOCATION OF BUILDING. SHOW IF ANY EXISTING SIGNS ARE TO BE REMOVED. DIMENSIONS OF BUILDING OR TENANT SPACE. TYPE OF ANCHORING FOR GROUND MOUNTED SIGNS: PROPOSED AND EXISTING SIGN LOCATIONS. SHOW IF ANY SIGNS ARE TO BE REMOVED. SETBACK DIMENSIONS FROM RIGHT OF WAY AND EDGE OF PAVEMENT. LANDSCAPING, AS REQUIRED AT THE BASE OF THE SIGN. SETBACK DIMENSIONS FOOTING/FOUNDATION DETAILS.	SIGN ELEVATION PLANS SHOWING THE FOLLOWING FOR ALL SIGNS: ELEVATIONS SHOWING SIGN. HEIGHT/WIDTH COLOR INFORMATION MATERIALS USED ILLUMINATION INFORMATION
ID	CONTRACTOR OR APPLICANT NAME:	DPOR LICENSE #:
	CONTRACTOR OR APPLICANT FULL ADDRESS:	
	CONTRACTOR OR APPLICANT EMAIL ADDRESS:	CONTRACTOR OR APPLICANT PHONE #:
CONTACT	PRIMARY CONTACT PERSON:	CONTACT'S PHONE #:
	CONTACT FULL ADDRESS: (IF DIFFERENT THAN CONTRACTOR./APPLICANT)	CONTACT E-MAIL ADDRESS:
OWNER	PROPERTY OWNER NAME (FIRST NAME, LAST NAME OR COMPANY NAME):	OWNER PHONE #:
	PROPERTY OWNER FULL MAILING ADDRESS (SKIP IF MAILING ADDRESS IS SAME AS JOB LOCATION):	
	PROPERTY OWNER EMAIL ADDRESS:	
JOB INFO	JOB ADDRESS:	
	IF APPLICABLE, WHAT IS THE SHOPPING CENTER NAME OR BUILDING NAME?	TENANT NAME:

JURAT STATEMENTS	CONTRACTOR EXEMPTION	<p style="text-align: center;">Complete this section if you are exempt from being a licensed contractor</p> <p>Contractor exemptions- These are common exemptions from being a licensed contractor pursuant to Code of Virginia § 54.1-1101: owner or lessee performing work on a commercial building for his or her own use; owner or lessee performing work on not more than one residential building for his or her own use during any 24-month period; students performing work as part of a technical education project for the construction of portable classrooms or single family homes; governmental agencies performing work with its own forces</p> <p>By checking this box I submit this statement to be true under penalty of perjury that I am not subject to licensure or certification as a contractor or subcontractor pursuant to chapter 11 of title 54.1 of the Code of Virginia, for the work described on this permit application.</p> <p style="text-align: center;"><input type="checkbox"/></p>		
	BUSINESS LICENSE REQUIREMENT	<p style="text-align: center;">Business License Requirement</p> <p>Contractors applying for permits must confirm that taxes or license fees required by a county or municipality in Virginia have been paid. If the amount of business done by the contractor in Chesterfield County exceeds \$25,000 YTD, a Chesterfield County Business license is required.</p> <p>By checking this box I submit this statement to be true under penalty of perjury that I have either a valid business license in a Virginia municipality that requires a business license, or I have a valid Chesterfield County business license.</p> <p style="text-align: center;"><input type="checkbox"/></p>		
SIGNATURE:		DATE:	PLEASE PRINT NAME LEGIBLY:	

OFFICE USE ONLY	SIGN PERMIT FEE:			
	\$			
	OTHER FEE:			
	\$			
	PLANNING DEPARTMENT FEE:			
	\$			
	STATE LEVY:			
\$				
TOTAL PERMIT FEE:				
\$				
CASHIER:	DATE:	TENDER:		
		TZ	EZ	
		CF	IDT	