

**SIGN PERMIT APPLICATION**

Permit # \_\_\_\_\_

Is this property located in a historic district? Yes( )No ( ) Is this property located in an Entrance Corridor Overlay district? Yes( )No ( )

**I am applying for this permit as: (Please check one)**  
**( ) OWNER (if agent for owner fill out owner information and sign in agent area at bottom of form)**

Name \_\_\_\_\_  
Mailing address \_\_\_\_\_  
City/ZIP \_\_\_\_\_ Phone \_\_\_\_\_  
Email Address \_\_\_\_\_

Affidavit  
I \_\_\_\_\_  
Of (address) \_\_\_\_\_  
Affirm that I am the owner of a certain tract or parcel located at \_\_\_\_\_

And that I have applied for a sign permit. I affirm that I am familiar with the prerequisites of section 54.1-111 or the Code of Virginia and I am not subject to licensure as a contractor or subcontractor and that I accept the responsibility for insuring that all workmen hired in conjunction with this job are property licensed, registered or certified with applicable local, State and Federal agencies.

(Owner) \_\_\_\_\_  
(Affiant) \_\_\_\_\_

Signed and acknowledged by \_\_\_\_\_  
In the City of Staunton, VA on the \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_ in the presence of the undersigned witness.  
\_\_\_\_\_ (Witness)

I hereby submit this application for a Sign Permit, and acknowledge that the plans, specifications, and other information attached hereto, together with the statements made hereon, are all a part of this application, and acknowledge that I have read these statements and agree, that when the permit herein applied for is issued, that the work will be done as stated or as shown on the attached plans and specifications as required by City Ordinances, and State and Federal Laws and Regulations. Failure to comply with any part or terms of this application shall be sufficient cause to revoke the permit so issued. Any change to the work as shown on the attached plans and specifications must be re-approved. I hereby authorize the zoning inspector or an authorized agent to enter upon my property during normal business hours to inspect the work authorized by this permit.

Owner \_\_\_\_\_

**( ) CONTRACTOR**

Name \_\_\_\_\_  
Mailing address \_\_\_\_\_  
City/ZIP \_\_\_\_\_ Phone \_\_\_\_\_  
License # \_\_\_\_\_  
Expiration Date \_\_\_\_\_  
Email Address \_\_\_\_\_

**( ) AGENT**

I hereby certify that this proposed work will be done with the owner's consent and I acknowledge that I have read this application and the statements printed hereon and agree that the work will be done as stated and subject to the conditions stated herein.

Agent \_\_\_\_\_  
(Printed Name & Signature)

Address \_\_\_\_\_

**Lot Description**

House # \_\_\_\_\_ Street \_\_\_\_\_  
Tax Map \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_  
Subdivision \_\_\_\_\_ Zoning District \_\_\_\_\_

**Present Use** (Dwelling, Apartment, Store, Factory, etc)  
If multi-units specify number of units  
\_\_\_\_\_

**Attached Plans**

Number and type of plans filed with this application:  
\_\_\_\_\_

Plans prepared by: \_\_\_\_\_  
Spec sheets of sign attached: \_\_\_ Yes (2 sets required)

Is the sign illuminated? Yes ( )No ( ) If Yes, Please give details: \_\_\_\_\_

Type of Materials Used: \_\_\_\_\_

Type of Sign (i.e. how installed): \_\_\_\_\_

**Setbacks:**

**Front:** \_\_\_\_\_  
**Side:** \_\_\_\_\_  
**Rear:** \_\_\_\_\_

**Estimated Total Value of Construction**

Including value of materials and labor  
\$ \_\_\_\_\_

**\*Please be aware that certain signs may require a separate building permit and/or an electrical permit**

**Approval**

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

By \_\_\_\_\_  
Zoning Administrator

Date \_\_\_\_\_ Fee \$ \_\_\_\_\_

Remarks \_\_\_\_\_