



SIGN

PERMIT APPLICATION
COUNTY OF HENRICO, VIRGINIA
DEPARTMENT OF BUILDING CONSTRUCTION AND INSPECTIONS
 4301 E. PARHAM ROAD * HENRICO, VA 23228
 P.O. BOX 90775 * HENRICO, VA 23273-0775
 www.co.henrico.va.us/bldg
 PHONE (804) 501-4360 * FAX (804) 501-4984



October 1, 2013

INSTRUCTIONS	<p>1. This application shall be accompanied by the following:</p> <p>a. Two (2) site plans showing exact location of sign(s) in relation to building(s), road (s), property line(s) and drainage and utilities easements. The plans must show the primary public entrance to the building and any required sign setbacks.</p> <p>b. Sign drawings in duplicate showing the shape and dimensions of the sign(s), lettering on same, height, method of securing to building, method of illuminating, or if freestanding, method of erection and elevation drawing verifying the sign height. Drawing must show sizes of structural supports, and size and depth of structural supports, and size and depth of foundation and materials to be constructed.</p> <p>2. A seal shall be attached to the sign(s) indicating the permit number, date of issuance, and name of person or firm placing the sign.</p>	<p>Application is hereby made for a building permit in accordance with the description and for the purposes hereinafter set forth. This application is made subject to all County and State laws, Ordinances, rules and regulations now enforced or that may hereafter be enacted affecting or regulating thereto and which are hereby agreed to by the undersigned applicant and which shall be deemed a condition entering into the exercise of this permit. Approval of this permit shall not be construed as authority to violate, cancel or set aside any provisions of applicable codes. <i>The work conducted under this building permit will be subject to inspections during normal office hours by appropriate County officials for the purpose of determining compliance with applicable State and County laws and regulations. Such inspections are authorized by VA Code §36-105. By accepting this permit, the undersigned applicant agrees to these inspections. In addition, real estate assessors may inspect work as authorized by VA Code §58.1-3280.</i></p> <p><i>This permit application does not include installation of electrical, plumbing, heating, air conditioning, elevators, or fire protection systems. Separate permits are required and must be obtained prior to the time that work is begun.</i></p>
	APPLICATION DATE:	

ALL ITEMS MUST BE FILLED OUT COMPLETELY. PLEASE BE ACCURATE.

JOB LOCATION	STREET ADDRESS	OWNER OF RECORD	NAME		
	SUBDIVISION		JOB SITE	ADDRESS	
CONTRACTOR	COMPANY NAME	CITY	ST	ZIP	
	ADDRESS	WORK PHONE		FAX	
	CITY	ST	ZIP	E-MAIL	
	PHONE	FAX	SIGNATURE		
	E-MAIL	PRINTED NAME			
	VIRGINIA CONTRACTOR'S LICENSE NUMBER	NOTIFY WHEN PERMIT IS READY AT: <input type="checkbox"/> PHONE: <input type="checkbox"/> E-MAIL:			
	SIGNATURE	PERMIT FEE The fee for the first \$5,000 of estimated cost is \$100. Add \$7.00 per additional \$1,000 or fraction thereof, of estimated cost. <i>Permit fee is based on the estimated cost shown.</i> ESTIMATED COST:			
PRINTED NAME					
ASBESTOS CERTIFICATION	I hereby certify that the portions of the building affected by the proposed work have been inspected / tested and any response actions taken shall comply with NESHAP and OSHA standards or exempt from these standards.				
	SIGNATURE OF OWNER / APPLICANT				
	PRINTED NAME OF OWNER / APPLICANT				
DESCRIPTION OF WORK	IS ANY NEW ELECTRICAL WIRING REQUIRED FOR THIS SIGN? <input type="checkbox"/> YES <input type="checkbox"/> NO				
	MAIL PERMIT TO: ADDRESS CITY ST ZIP				
	This is to certify that the estimated cost set forth on the referenced permit, for the purpose of determining the applicable permit fee, is true and it is determined by the actual cost to the owner of all labor and materials. INITIALS: _____				
	SIGNATURE OF APPLICANT:				
PRINTED NAME:					
		DESCRIPTION	NUMBER	AREA (SQ. FT.)	
		SIGN TO BE ERECTED			
		-DETACHED (FREESTANDING)			
		-ATTACHED			
		EXISTING SIGNS AT THIS LOCATION			
		-DETACHED (FREESTANDING)			
		-ATTACHED			
GIVE BUILDING FRONTAGE WHERE PRIMARY ENTRANCE LOCATED			GIVE LOT / PARCEL ROAD FRONTAGE		
			FT.	FT.	
FOR OFFICE USE ONLY					
DEPARTMENT	ROUTE	DATE REC'D	DATE APPROVED	DATE REJECTED	INITIALS
PLANNING/ ZONING					
BLDG. INSP.					
USE PERMIT / POD / VARIANCE CASE NO.		ZONING OF PROPERTY			