



**County of Powhatan,
Virginia**
**Sign Permit
Application**

For Office Use Only	
Case # (Zoning)	
Building Permit #	
Date of Submittal	
Received By	

The Department of Community Development must review and approve all applications for permanent signage in Powhatan County. These applications are reviewed to ensure that signage meets zoning and building standards.

Powhatan County, Virginia
Department of Community Development
3834 Old Buckingham Road: Suite F
Powhatan, VA 23139

Applicant Information	
Name of Owner	
Owner Address	
Phone Number	
Email Address	

Sign Location	
Sign Location (Address)	
Tax Map Parcel	
Zoning District	

Contractor Information			
Contractor		State License #	
Trading As		Expiration Date	
Address		Class	
		Specialty Classification	
Phone #		Business License #	
Email Address		Issuing Locality	
		Expiration Date	

Notes

- Furnish copies of State Contractor License and Local Business License (even if licensed in another jurisdiction).
- County of Powhatan Business License is required when the total amount of transactions in Powhatan County exceeds \$25,000 in a calendar year. Businesses within Powhatan County are required to hold a current Powhatan County Business License when gross receipts are \$3,000 or more in a calendar year, regardless of where work is being conducted. Contact Powhatan County Commissioner of the Revenue for business license information at (804) 598-5619. Note that updates are required for changes of address or status and upon license renewal. Notify Virginia Board for Contractors within 10 days upon change of address.
- If the permit applicant **does not hold a Contractor's License** issued by the Virginia Department of Professional and Occupational Regulation, submit a notarized Affidavit of Exemption from Contractor Licensing.

Sign Information (Freestanding Signs) Complete only if constructing a freestanding sign.	
Sign Area (Sq. Ft.)	
Total Height (Ft.)	
Type	Monument
	Pole
	Other Freestanding Sign
Landscaping	

Sign Information (Building Signs) Complete only if constructing a sign attached to a building.	
Sign Dimensions	
Sign Area (Sq. Ft.)	
Type	Marquee
	Projecting
	Other Building Sign
Building Façade Length (Ft.)	

Sign Information (All Signs)			
Wording		Plans	All applications must be submitted with: <ul style="list-style-type: none"> • Two (2) sets of drawings showing the size, color, illumination, materials, landscaping, and wording of the sign, along with any other information showing how the sign will be constructed. • Two (2) site plans showing where the sign will be placed on the property, including distances from property lines. Signs must be located outside of right-of-ways and should not be located within easements without written permission from the easement holder.
Sign Illumination	None		
	Internal		
	External		
Electronic Messaging Sign	Yes		
	No		

Last Updated: July 2, 2018

Permit Fees		
Building	Review Fee	\$40.00
	2% State Levy	\$0.80
Zoning	Review Fee	\$59.20
Total		\$100.00

By signing the application, the applicant acknowledges responsibility for the above matters.

I certify that I am legally authorized to make this application. I also certify that all construction will be executed in accordance with applicable provisions of the Virginia Uniform Statewide Building Code and the ordinances of Powhatan County. No portion of the work executed under this permit will be used or occupied until a final inspection and/or Certificate of Occupancy is granted.

Applicant Signature		Date	
Print Name			

Applicant is . . . (Check One)	Building Owner		For Office Use Only	USBC Edition	
	Owner's Agent			Planning/Zoning Approval	
	Contractor/Contractor's Agent			Building Inspections Approval	