



Permit Number: _____

SIGN PERMIT APPLICATION

Please provide two (2) copies of the following with this application:

1. Aerial/site layout indicating location of all existing and proposed signage.
2. Drawing showing the shape, dimensions, and structural plan of the signage. If a sign is in excess of thirty-two (32) square feet or eight (8) feet in height, a seal from a VA certified architect or engineer is required.

Fees for sign permits shall be fifty dollars (\$50.00) up to the first one thousand dollars (\$1,000.00) of sign value and twenty dollars (\$20.00) for each additional one thousand dollars (\$1,000.00) or portion thereof of sign value. An additional two (2) percent will be added to the total fee for the state levy. Government, civic, charitable and nonprofit organizations are exempt from fee requirements. **Electrical permits may be required**

General Note: The City of Harrisonburg enforces the building code sections related to signs, specifically Appendix H. A summary is provided on the reverse of this application form. It is the applicant's responsibility to comply with the requirements set out in the full text of the building code. The full text is available at the following website - <https://codes.iccsafe.org/public/document/VCC2012/appendix-h-signs>.

PROPERTY OWNER INFORMATION	CONTRACTOR INFORMATION
Owner or Lessee of Sign Location	Contractor and/or installer of signage
Mailing Address	Mailing Address
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Telephone	Telephone
Email	Email

SIGN INFORMATION

Address of proposed signage	Linear street frontage of parcel in feet _____ N/A <input type="checkbox"/>
Present Use (retail, restaurant, place of worship, etc.)	Linear store frontage in feet (if multiple tenant building) _____ N/A <input type="checkbox"/>
\$ _____	
Combined total value of all construction, materials, and labor	

List below the type of signage, number of signs, dimensions, and size of all proposed and existing signage related to this use:

Type (freestanding, wall, projecting, or billboard)	Number	Dimensions	Size (Sq. Feet)	Illuminated (circle one)		New, Relocate, or Replace (circle one)			Permanent or Temporary (circle one)	
				Yes	No	New	Relocate	Replace	Permanent	Temporary
						New	Relocate	Replace	Permanent	Temporary
						New	Relocate	Replace	Permanent	Temporary
						New	Relocate	Replace	Permanent	Temporary
						New	Relocate	Replace	Permanent	Temporary

I hereby submit this application for a sign permit and acknowledge that information given hereon, together with required supplementary drawings or technical data, are all a part of said application and upon issuance of permit hereby certify that work will be done as stated or shown as part of said application and will be held in compliance with City Ordinances and State Laws and Regulations. It is further known to not comply with any part or terms is sufficient cause to revoke a permit, and permit is voided if work is not begun within six (6) months.

Owner: _____ Contractor: _____

For office use only

Zoning District _____	Tax map parcel(s) _____	Application Received: _____ / _____ / _____
Corner Lot/Intersection: Yes <input type="checkbox"/> No <input type="checkbox"/>	Work requires electrical permit: Yes <input type="checkbox"/> No <input type="checkbox"/>	Received by: _____
Fee \$ _____ Paid _____ / _____ / _____		Reviewed by: _____
		Zoning: Approved <input type="checkbox"/> Denied <input type="checkbox"/> _____ / _____ / _____
		Building: Approved <input type="checkbox"/> Denied <input type="checkbox"/> _____ / _____ / _____

Appendix H Signs

101.2 Incorporation by reference

In addition, any provisions of the appendices of the IBC specifically identified to be part of the USBC are also considered to be part of the incorporation by reference.

APPENDIX H SIGNS

The following provisions of Appendix H of the IBC are part of this code

H102.1 DEFINITIONS

H103.1 Location restrictions

H104 IDENTIFICATION (Section deleted FROM THE VIRGINIA CONSTRUCTION CODE)

H105 DESIGN AND CONSTRUCTION

H105.1 General requirements

Signs shall be designed and constructed to comply with the provisions of this code for use of materials, loads and stresses.

H105.2 Permits, drawings and specifications.....

Where a permit is required, as provided in Chapter 1, construction documents shall be required. These documents shall show the dimensions, material and required details of construction, including loads, stresses and anchors.

H105.3 Wind load.....

Signs shall be designed and constructed to withstand wind pressure as provided for in Chapter 16.

H105.4 Seismic load.....

Signs designed to withstand wind pressures shall be considered capable of withstanding earthquake loads, except as provided for in Chapter 16.

H105.5 Working stresses.....

In outdoor advertising display signs, the allowable working stresses shall conform to the requirements of Chapter 16. The working stresses of wire rope and its fastenings shall not exceed 25 percent of the ultimate strength of the rope or fasteners.

Exceptions:

1. The allowable working stresses for steel and wood shall be in accordance with the provisions of Chapters 22 and 23.
2. The working strength of chains, cables, guys or steel rods shall not exceed one-fifth of the ultimate strength of such chains, cables, guys or steel.

H105.6 Attachment.

Signs attached to masonry, concrete or steel shall be safely and securely fastened by means of metal anchors, bolts or approved expansion screws of sufficient size and anchorage to safely support the loads applied.

H106 ELECTRICAL

H106.2 Electrical service.....

Signs that require electrical service shall comply with NFPA 70.

H107 COMBUSTIBLE MATERIALS

H108 ANIMATED DEVICES

H109 GROUND SIGNS

H110 ROOF SIGNS

H111 WALL SIGNS

H112 PROJECTING SIGNS

H113 MARQUEE SIGNS

H114 PORTABLE SIGNS