PERMIT NO.
S
BUILDING PERMIT N
_

TRACK 1

B

https://www.rva.gov/planning-development-review/permits-and-inspections

SIGN PERMIT

APPLICATION

DEPARTMENT OF PLANNING AND DEVELOPMENT REVIEW BUREAU OF PERMITS AND INSPECTION ROOM 110 CITY HALL 900 E. BROAD STREET RICHMOND, VIRGINIA 23219 PHONE (804) 646-4169

OF RICHMONS

/SHE

		TH	IS IS A NO	AN APF WORK	LICATI	ON O	NLY. RT U	IT IS NTIL	S NO	DT A PERI	UTHOF MIT IS	RIZATI POSTI		O ST V TH	ART E JOI	ANY B SI	WORI	K.		
	0			ESS (STREET &																
VNER	CONTRACTOR NAME											4 LICENSE TYPE 5 CLAS								
TOR/OV	0	CONTRACTOR STREET ADDRESS																		
CONTRACTOR/OWNER INFORMATION							STATE				ZIP CODE			0	OWNER EMAIL ADDRESS					
ö	1	PROPER	TY OWNER N	JAME							ADDRESS/ZIP				OWNER DAYTIME TELEPHONE NO.					
NO		DESCRIE	BE CURRENT	STRUCTURE L	JSE						B DESCRIBE PROPOSED STRUCTURE USE									
INFORMATION	NEW ACCESSORY ADDITION			B RESIDENTIAL B RESIDENTIAL C RESIDENTIAL C RESIDENTIAL					RESIDENTIAL OPEN JECK PORCH				ENCLOSED PORCH ALTER/ REMODEL							
NG INFO							AD1		1	AD2	NDATION ONL	AD3	AD]					
BUILDING	ON	ILY	REMOD HEAVY AL2)EL				P		 =OU	NDATION ONE		DOILDING		RELOCAT	ΓΙΟΝ		LACE		
COST	0	τοτα		CONTRACT II	NCLUDING MAT			ONTRAC			ND PROFIT		\$	112	L					
\geq	()	DESCRI	BE SCOPE OF	- WORK														~		
WORK DESCRIPTION																				
		CONTAC	T PERSON									3 CON	TACT PHON	E NO.		34 co	NTACT FAX NO).		
L NO	CONTACT ADDRESS										ZIP CODE			EMAIL						
CONTACT	1	DO YOU PICK UP	WANT TO BE PERMIT WHE	CALLED TO	YES	N	IAME								F	PHONE N	0.			
Ĩ	-		ER NAME		□ NO		EER PHON	E NO.				NO.	4)	EMAIL						
			SIGNS EXIS	TING IF Y	ES, TOTAL NUMB	ER AND ARI	EA OF EXIS	STING SIG	NS <i>(SQU</i>	ARE FEE	ET)									
				IO RONTAGE (LIN	IEAR FEET)					M IS PL	OT PLAN ATTA	CHED?			GNS ARE T	O BE ERI	ECTED?			
									•	YES NO				MANY SIGNS ARE TO BE ERECTED?						
ONE	FC SIGNS	4 6		DUAL SIGN	I, ENTER TH	E FOLLO	стіон 🗿	HEIGHT ABOVE	B HEI ABO	GHT OVE		DJECTS OVER	54 ENCR	OACHMENT PLIED FOR	55 SIGN S	SECURED	55 SIGN ANIMATEE			
BE D		SIGN TYPE		(FEET)	H TOTAL AREA (SQUARE FEET)	(FEET)		GRADE (FEET)	PUBLIC PI (FE		YES/NO	IF YES, FEET			YES/		YES/NO	YES/NO		
10																				
ORK																				
PE WO																				
PE 0																				
τ																				
		t	SIGN TYPES	AC = AWNII		3B = BILLB	BOARD	FS = FRE	EESTAND		PA = PAINTE			PR = PRO	DJECTED	SP =	SUSPENDED	WL= WALL		
RS ENT					R WORK IN THE C ATION EITHER T							OUT THE "BU	ILDING PER	MIT – OWN	IER STATE	MENT" FC	ORM IN THE LIN	IK BELOW AND		
OWNERS STATEMEN					https://www	v.rva.go	v/sites/	defaul	t/files/2	2022-	06/Buildin	gPermitC	<u>DwnerSt</u>	atemer	nt.pdf					
Z					WORK IN THE C						BILITY TO FILL (OUT THE "AS	BESTOS CE	RTIFICATIO	on" form i	N THE LI	NK BELOW AND	SUBMIT THIS		
ASBESTOS RTIFICATION					https://w	ww rva	aov/sit	es/def	ault/file	es/202	22-08/Asb	estos-Ce	rtificatio	n ndf						
ASI								<u> </u>												
	ART		_	10	HISTORICAL D	_	0	VIOL		_	erty] NO					ICC TYP	E OF CONSTRI	UCTION		
ш	EXIS		SE GROUP		SED USE GROUF		FEE CAL		N TYPE	PERMI		FEE RECE		CEIPT NO.		ASH 🗌	CHECK	CREDIT CARD		
CE USI	FLO	OD PLAI	Y IN 100 YEA N?	R FLOOD	ELEVATION		SITE ELE							A?	CHESAPE					
OFFIC) BY			DAT	ΓE			APPLICATION									
Č				_																

A COPY OF YOUR STATE CONTRACTOR'S LICENSE AND BUSINESS LICENSE SHALL BE ON FILE BEFORE A PERMIT WILL BE ISSUED. PDR02S (Rev. 05-30-2024) 207062-9/1 PAGE 1 OF 2

A1BTHEATER NO STAGEB6FUNERAL HOMEI1GROUP HOMES 17 OR MORER1MMOTELA2ANIGHTCLUBB7LAUNDRYI2AINSTITUTIONAL INCAPACITATEDR2ADORMITORIESA2BRESTAURANT EAT INB8MEDICAL OFFICEI2BINSTITUTIONAL DAY NURSERYR2BMULTIFAMILYA3BMUSEUM/ART GALLERYB9OFFICEI3DENTENTION FACILITYR2CLODGING HOUSESA3CLIBRARYB10BUSINESS - OTHERI4ADULT CARE FACILITYR3A1&2 FAMILY OVER 3 STA3DPASSENGER TERMINALE1EDUCATION/SCHOOL 1 TO 12I4BCHILD CARE >5 CHILDREN <2.5 YRSR5ASINGLE FAMILY ATTACHED	FEE		
VALUE OF WORK VALUE OF WORK PERMIT FEE VALUE OF WORK PERMIT PROFIL MATERIALS, SUBCONTRACTS, OVERHEAD AND PROFIL THE FEE IS BASED ON CONTRACTOR'S ESTIMATE OR ESTIMATE CALCULATED BY R.S. MEANS, WHICHEVER IS HIGHER AMOUNT. \$0 - \$2000 \$63.00* \$0 - \$2000 \$131. VALUE OF WORK PERMIT FEE VALUE OF WORK PERMIT Solution \$0 - \$2000 \$131. CONTRACTOR'S ESTIMATE OR ESTIMATE CALCULATED BY R.S. MEANS, WHICHEVER IS HIGHER AMOUNT. VALUE OF WORK PERMIT FEE VALUE OF WORK PERMIT Solution VALUE OF WORK PERMIT FEE VALUE OF WORK PERMIT Solution \$0 - \$2000 \$131. VALUE OF WORK PERMIT FEE VALUE OF WORK PERMIT Solution \$0 - \$2000 \$131. VALUE OF WORK PERMIT FEE VALUE OF WORK PERMIT FEE VALUE OF WORK PERMIT VALUE OF WORK PERMIT FEE VALUE OF WORK \$63.00* \$0VER \$2000 \$131. VALUE OF WORK PERMIT FEE VALUE OF WORK PERMIT FEE \$4d \$8.50 per thousand or fraction thereof for commendation thereof for residential construction. *Add \$8.50 per thousand or fraction thereof for commendation thereof for c			
MATERIALS, SUBCONTRACTS, OVERHEAD AND PROFIT. THE FEE IS BASED ON CONTRACTOR'S ESTIMATE OR ESTIMATE CALCULATED BY R.S. MEANS, WHICHEVER IS HIGHER AMOUNT. VALUE OF WORK PERMIT FEE VALUE OF WORK PERMIT AD VALUE OF WORK \$63.00 \$63.00* \$0 - \$2000 \$63.00* \$0 - \$2000 OVER \$2000 \$131. CALCULATED BY R.S. MEANS, WHICHEVER IS HIGHER AMOUNT. .4d \$6.07 per thousand or fraction thereof for residential construction .4d \$2% state surcharge to the final calculated fee. .4dd \$8.50 per thousand or fraction thereof for comme .4dd a 2% state surcharge to the final calculated fee. .4dd \$8.50 per thousand or fraction thereof for comme .4dd a 2% state surcharge to the final calculated fee. .4dd \$8.50 per thousand or fraction thereof for comme .4dd a 2% state surcharge to the final calculated fee. A1A THEATER/STAGE B5 FIRE STATION H5 HIGH HAZARD NU NO USE SANCTIONED VACC A1B A1B THEATER NO STAGE B6 FUNERAL HOME I1 GROUP HOMES 17 OR MORE R1M MOTEL A2A NIGHTCLUB B7 LAUNDRY I2A INSTITUTIONAL INCAPACITATED R2A DORMITORIES A2B RESTAURANT EAT IN B8 MEDICAL OFFICE I2B INSTITUTIONAL DAY NURSERY R2B MULTIFAMILY A3B MUSEUM/ART GALLERY B9 OFFICE <th></th>			
CONTRACTOR'S ESTIMATE OR ESTIMATE CALCULATED BY R.S. MEANS, WHICHEVER IS HIGHER AMOUNT. OVER \$2000 \$63.00* OVER \$2000 \$131. *Add \$6.07 per thousand or fraction thereof for residential construction. *Add a 2% state surcharge to the final calculated fee. *Add \$8.50 per thousand or fraction thereof for residential construction. *Add a 2% state surcharge to the final calculated fee. *Add \$8.50 per thousand or fraction thereof for comme *Add a 2% state surcharge to the final calculated fee. CODE DESCRIPTION CODE DESCRIPTION CODE DESCRIPTION A1A THEATER/STAGE B5 FIRE STATION H5 HIGH HAZARD NU NO USE SANCTIONED VAC A1B THEATER NO STAGE B6 FUNERAL HOME I1 GROUP HOMES 17 OR MORE R1M MOTEL A2A NIGHTCLUB B7 LAUNDRY I2A INSTITUTIONAL INCAPACITATED R2A DORMITORIES A2B RESTAURANT EAT IN B8 MEDICAL OFFICE I2B INSTITUTIONAL DAY NURSERY R2B MULTIFAMILY A3B MUSEUM/ART GALLERY B9 OFFICE I3 DENTENTION FACILITY R3A 1&2 FAMILY OVER 3 ST A3D PASSENGER TERMINAL E1 EDUCATION/SCHOOL 1 TO 12 I4B	0		
Add \$6.07 per thousand or fraction thereof for residential construction. Add \$6.30 per thousand or fraction thereof for construction. Add \$6.30 per thousand or fraction thereof for construction. Add \$6.30 per thousand or fraction thereof for construction. Add \$6.30 per thousand or fraction thereof for construction. Add \$6.30 per thousand or fraction thereof for construction. Add \$6.30 per thousand or fraction thereof for construction. Add \$6.30 per thousand or fraction thereof for construction. Add \$6.30 per thousand or fraction thereof for construction. Add \$6.30 per thousand or fraction thereof for residential construction. Add \$6.30 per thousand or fraction thereof for construction. Add \$6.30 per thousand or fraction thereof for construction. Add \$6.30 per thousand or fraction thereof for construction. Add \$6.30 per thousand or fraction thereof for construction. Add \$6.30 per thousand or fraction thereof for construction. Add \$6.30 per thousand or fraction thereof for construction. Add \$6.30 per thousand or fraction thereof for construction. Add \$6.30 per thousand or fraction thereof for construction. Add \$6.30 per thousand or fraction thereof for construction. Add \$6.30 per thousand or fraction thereof for construction. Add \$6.30 per thousand or fraction thereof for construction. Add \$6.30 per thousand or fraction thereof for construction. Add \$6.30 per thousand or fraction thereof for construction. Add \$6.30 per thousand or fraction thereof for construction thereof for construction. Add \$6.30 per thousand or fraction thereof for construction thereof for construction. Add \$6.30 per thousand or fraction thereof for construction thereof for construction. Add \$6.30 per thousand or fraction thereof for construction thereof for construction. Add \$6.30 per thousand or fraction thereof for construction thereof for construction. Add \$6.30 per thousand or fraction thereof for construction thereof for construction termineter thereof for construction. Add \$6.30 per thousand o			
A1ATHEATER/STAGEB5FIRE STATIONH5HIGH HAZARDNUNO USE SANCTIONED VACUA1BTHEATER NO STAGEB6FUNERAL HOMEI1GROUP HOMES 17 OR MORER1MMOTELA2ANIGHTCLUBB7LAUNDRYI2AINSTITUTIONAL INCAPACITATEDR2ADORMITORIESA2BRESTAURANT EAT INB8MEDICAL OFFICEI2BINSTITUTIONAL DAY NURSERYR2BMULTIFAMILYA3BMUSEUM/ART GALLERYB9OFFICEI3DENTENTION FACILITYR2CLODGING HOUSESA3CLIBRARYB10BUSINESS - OTHERI4ADULT CARE FACILITYR3A1&2 FAMILY OVER 3 STA3DPASSENGER TERMINALE1EDUCATION/SCHOOL 1 TO 12I4BCHILD CARE >5 CHILDREN <2.5 YRSR5ASINGLE FAMILY ATTACHED			
A1B THEATER NO STAGE B6 FUNERAL HOME I1 GROUP HOMES 17 OR MORE R1M MOTEL A2A NIGHTCLUB B7 LAUNDRY I2A INSTITUTIONAL INCAPACITATED R2A DORMITORIES A2B RESTAURANT EAT IN B8 MEDICAL OFFICE I2B INSTITUTIONAL DAY NURSERY R2B MULTIFAMILY A3B MUSEUM/ART GALLERY B9 OFFICE I3 DENTENTION FACILITY R2C LODGING HOUSES A3C LIBRARY B10 BUSINESS – OTHER I4 ADULT CARE FACILITY R3A 1&2 FAMILY OVER 3 ST A3D PASSENGER TERMINAL E1 EDUCATION/SCHOOL 1 TO 12 I4B CHILD CARE >5 CHILDREN <2.5 YRS R5A SINGLE FAMILY ATTACHED			
A2A NIGHTCLUB B7 LAUNDRY I2A INSTITUTIONAL INCAPACITATED R2A DORMITORIES A2B RESTAURANT EAT IN B8 MEDICAL OFFICE I2B INSTITUTIONAL ADAY NURSERY R2B MULTIFAMILY A3B MUSEUM/ART GALLERY B9 OFFICE I3 DENTENTION FACILITY R2C LODGING HOUSES A3C LIBRARY B10 BUSINESS – OTHER I4 ADULT CARE FACILITY R3A 1&2 FAMILY OVER 3 ST A3D PASSENGER TERMINAL E1 EDUCATION/SCHOOL 1 TO 12 I4B CHILD CARE >5 CHILDREN <2.5 YRS R5A SINGLE FAMILY ATTACHED	NO USE SANCTIONED VACANT STRUCTURE		
A2BRESTAURANT EAT INB8MEDICAL OFFICEI2BINSTITUTIONAL DAY NURSERYR2BMULTIFAMILYA3BMUSEUM/ART GALLERYB9OFFICEI3DENTENTION FACILITYR2CLODGING HOUSESA3CLIBRARYB10BUSINESS – OTHERI4ADULT CARE FACILITYR3A1&2 FAMILY OVER 3 STA3DPASSENGER TERMINALE1EDUCATION/SCHOOL 1 TO 12I4BCHILD CARE >5 CHILDREN <2.5 YRSR5ASINGLE FAMILY ATTACHED	MOTEL		
A2B RESTAURANT EAT IN B8 MEDICAL OFFICE I2B INSTITUTIONAL DAY NURSERY R2B MULTIFAMILY A3B MUSEUM/ART GALLERY B9 OFFICE I3 DENTENTION FACILITY R2C LODGING HOUSES A3C LIBRARY B10 BUSINESS – OTHER I4 ADULT CARE FACILITY R3A 1&2 FAMILY OVER 3 ST A3D PASSENGER TERMINAL E1 EDUCATION/SCHOOL 1 TO 12 I4B CHILD CARE >5 CHILDREN <2.5 YRS R5A SINGLE FAMILY ATTACHED	DORMITORIES		
A3C LIBRARY B10 BUSINESS – OTHER I4 ADULT CARE FACILITY R3A 1&2 FAMILY OVER 3 ST A3D PASSENGER TERMINAL E1 EDUCATION/SCHOOL 1 TO 12 I4B CHILD CARE >5 CHILDREN <2.5 YRS R5A SINGLE FAMILY ATTACHED	MULTIFAMILY		
A 3C LIBRARY BIO BOSINESS - OTHER II ADDLT CARE FACILITY R3A 1&2 PAWILT OVER 3 ST A3D PASSENGER TERMINAL E1 EDUCATION/SCHOOL 1 TO 12 I4B CHILD CARE >5 CHILDREN <2.5 YRS R5A SINGLE FAMILY ATTACHED	LODGING HOUSES		
A3D PASSENGER TERMINAL E1 EDUCATION/SCHOOL 1 TO 12 I4B CHILD CARE >5 CHILDREN <2.5 YRS R5A SINGLE FAMILY ATTACHED	1&2 FAMILY OVER 3 STORIES		
	SINGLE FAMILY ATTACHED UNDER 4 STORIES		
	TWO FAMILY ATTACHED UNDER 4 STORIES		
G A3H CHURCH F1 FACTORY MODERATE HAZARD M1 RETAIL CONVENIENCE STORE R5C SINGLE FAMILY DETACHED	SINGLE FAMILY DETACHED UNDER 4 STORIES		
	TWO FAMILY DETACHED UNDER 4 STORIES		
	ASSISTED LIVING 5 TO 16 PEOPLE		
B2 DENTIST/DOCTOR'S OFFICE H2 HIGH HAZARD M4 RETAIL STORE S1 STORAGE MODERATE	AZARD		
B3 BANK H3 HIGH HAZARD M5 RETAIL AUTO SERVICE STATION S2 STORAGE LOW HAZAR	STORAGE LOW HAZARD		
B4 CAR WASH H4 HIGH HAZARD R1H HOTEL U TEMPORARY/MISC			

INSTRUCTIONS ON FILLING OUT A SIGN PERMIT APPLICATION

At the top right hand corner of the application is a capital *S*, This is the space where your permit number will be written after you have paid for the permit. There is also a capital *B*, this is where you will write any building permit number that is associated with the security permit application.

Box #1 - This is where you put the number & street address where the work is being done.

Box #2 - This is to be used on multi-story commercial and multi-family residential projects. It can be left blank on single family and duplex permit applications.

Box #3 - This is where you put the name of the contractor doing the work or your name if you are the owner/tenant and are applying for the permit as the owner/ tenant.

Box #4 - This is where you put the classification that is on your contractor's license such as BLD, BSC.

Box #5 - This is where you put the class of license located on your contractor's license such as A, B, C.

Box #6 - This is your state board of contractor's license number. It will always begin with 2701 or 2705 and be followed by six digits. Do NOT use a license number that begins with 2710 as this is a tradesman card number and does not allow you to apply for a permit.

Box #7 - Contractor's street address.

Box #8 - Contractor's telephone number.

Box #9 - Contractor's city, state and zip code.

Box #10 - Owner's email address.

Box #11 - This is where you put the name of the property owner.

Box #12 - This is where you put the property owner's address.

Box #13 - This is where you put the property owner's daytime phone number.

Box #14 - Fill in the current use of the property such as restaurant, single family dwelling, duplex, etc.

Box #15 - Fill in the proposed use of the property such as restaurant, office, duplex, etc.

Boxes #16 through #29 - Office use only.

Box #30 - COST INFORMATION - This is the cost of all labor, materials, overhead, subcontractors and profit. This may be used to determine how much you pay in permit fees.

Box #31 - Give a brief description of the work to be done.

Box #32 - The name of the person to contact if there are questions about the application or drawings.

Box #33 - Fill in the contact person's phone number.

Box #34 - Fill in the contact person's fax number.

Box #35 - Fill in the contact person's complete address.

Box #36 - Fill in the contact person's e-mail, if available.

Box #37 - Check whether or not you would like to be called to pick up the permit. If you check "yes", fill in your name and phone number.

Box #38 - Fill in if submitting drawings done by an engineer or architect.

Box #39 - Fill in the Architect/Engineer's phone number.

Box #40 - Fill in the Architect/ Engineer's fax number.

Box #41 - Fill in the Architect/Engineer's e-mail address.

Box #42 - Mark Yes or No if there are any signs existing at this location. If yes give the number of signs and the square foot area for the signs.

Box #43 - Fill in the Linear feet from the principal street frontage.

Box #44 - Mark Yes or no if you have attached a Plot Plan.

Box #45 - Fill in the number of signs that are to be erected.

Box #46 - Fill in type of sign that is to be erected. AC=awning/canopy, BB=billboard, FS=freestanding, PA=painted, PO=portable, PR=projecting, SP=suspended, WL=wall.

Box #47 - List the height of the sign in feet.

Box #48 - Fill in the length/width of the sign in feet.

Box #49 - Fill in the total area in square feet of the sign.

Box #50 - Fill in the distance (in feet) that the sign projects from the building.

Box #51 - Fill in the sign's height above grade in feet.

Box #52 - Fill in the sign's height above public property in feet.

Box #53 - Mark Yes or No if the sign projects over the road or public sidewalk. If yes mark the number of feet that it projects.

Box #54 - Mark Yes or No if you have applied for an encroachment permit for this sign.

Box #55 - Mark Yes or No if the sign is secured to the building.

Box #56 - Mark Yes or No if the sign is animated.

Box #57 - Mark Yes or No if the sign is illuminated.

Box #A, B & C - Fill out the asbestos certification with the Applicant's name, property address and signature if renovating an existing commercial structure. (This section is not applicable to residential structures of 4 units or less.)