



# Sign Permit Application

Provide two copies of a site plan showing the location, elevation drawings and plans showing the size, shape, construction, and sign copy of the proposed sign. The sign must be constructed in compliance with all state and local building codes and applicable ordinances. Fees are to be paid after sign permit approval but before the erection of any sign requiring a permit. Make checks payable to Treasurer of James City County.

**Sign Location:**

Tax Map: ( \_\_\_\_\_ ) Parcel ( \_\_\_\_\_ )

Address: \_\_\_\_\_

**Property Owner:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Applicant Information:**

Name: \_\_\_\_\_

Business: \_\_\_\_\_

Phone: \_\_\_\_\_

**Sign Contractor:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Sign Information: (please check)**

Type: Free Standing \_\_\_\_\_ Building Face \_\_\_\_\_ Other (specify) \_\_\_\_\_

Illumination: Internal \_\_\_\_\_ External \_\_\_\_\_ None \_\_\_\_\_

(Note: internally illuminated signs are not permitted within 150 feet of a community corridor)

Building Frontage: \_\_\_\_\_ (in feet)

**Authorization:**\_\_\_\_\_  
Owner's Signature and Date\_\_\_\_\_  
Contractor or Agent's Signature and Date

For office use only:

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Zoning Officer: \_\_\_\_\_

Size (in square feet): \_\_\_\_\_ x \$5.00 = \_\_\_\_\_

State Levy (One percent of sign permit fee): \_\_\_\_\_

Total: \_\_\_\_\_

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