



SIGN PERMIT APPLICATION

\$100 fee (Plus Building Permit Fee)

1. APPLICANT

APPLICANT NAME: _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____ EMAIL _____

CONTACT PERSON NAME _____ CONTACT PERSON PHONE _____

2. CONTRACTOR:

APPLICANT NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____ EMAIL _____

CONTACT PERSON NAME _____ CONTACT PERSON PHONE _____

CONTRACTORS LICENSE NO. _____ Bristol VA Business License Number _____

3. LOCATION OF PROPOSED SIGN OR SIGNS (Street Address)

4. TYPE(S) OF PROPOSED SIGNS – Please individually list all proposed new signs

WALL SIGNS. Generally, only one wall sign per street frontage allowed.

<i>Dimensions/Square Footage of Sign Face (Length x height)</i>	<i>Total size of building wall where sign will be mounted (L x H)</i>	<i>Projecting from Wall? Yes or No</i>	<i>Suspending from canopy or awning?</i>	<i>Type of Lighting, if any</i>
<i>Example: 12' x 8' = 96 s.f.</i>	<i>35' x 20' = 700 s.f.</i>	<i>No</i>	<i>No</i>	<i>Internal</i>

Additional Description _____

FREE-STANDING SIGNS. New pole signs allowed only in Interstate Advertising Corridor

<i>Type of Sign (Ground, Multi-tenant, EMC*, or Pole)</i>	<i>Dimensions/Square Footage of Sign Face (L x H)</i>	<i>Sign Height</i>	<i>Type of Lighting, if any</i>
<i>Example: Ground</i>	<i>8' length x 6' height = 48 s.f.</i>	<i>6 ft.</i>	<i>External</i>

* Electronic Message Center

Additional Description _____

5. TYPE(S) OF **EXISTING** SIGNS – Please list all existing signs on property and indicate if they will remain, be removed, or will be re-faced. **Generally, a sign re-face does not require a permit, but we need the information to determine status of existing sign.**

Type of Sign (Ground, Wall, Multi-tenant, or Pole)	Dimensions/Square Footage of Sign Face (L x H)	Sign Height, if Free-Standing	Remain, Removed, or Re-faced?
Example: Pole	4' x 4' = 16 s.f.	20 ft.	Re-face

Additional Description _____

6. TOTAL STREET FRONTAGE - Please provide the length of street frontage of the property in linear feet _____

7. IF MULTI-TENANT SPACE, please provide the frontage individual width of the store or establishment _____

8. PLEASE PROVIDE THE FOLLOWING INFORMATION as attachments:
- a. A site plan of the property showing location of existing and proposed signs, including setback distances from road right-of-way and property line
 - b. Signage graphics and dimensions, including elevations for wall signs
 - c. If new pole sign, provide information to show that the property is within 1,000 ft. of Interstate I-81 or I-381 right-of-way
 - d. A contract proposal or invoice showing cost of sign (including materials and labor)

9. OTHER INFORMATION as necessary to explain this application

I certify that the information above is correct to the best of my knowledge:
 APPLICANT _____ DATE _____

NOTE: APPLICATION CANNOT BE PROCESSED WITHOUT COMPLETE INFORMATION. If you have any questions about the required information or City Code requirements, please contact Sally Morgan, City Planner, at 276-645-3784 or sally.morgan@bristolva.org.

Completed applications may be emailed to the above email address.

TO BE COMPLETED BY Planning and Community Development Department			
PROPERTY ZONING DESIGNATION _____			
Planning Approval _____	(Signature)	Date _____	
COMMENTS _____			

Building Permit # _____			
Fee Paid \$ _____	Date _____	Receipt # _____	