



Shenandoah County Government Center
600 N. Main Street, Suite 107
Woodstock, VA 22664
540-459-6185

**SIGN PERMIT
APPLICATION PACKET**



GROUND, WALL & ROOF SIGN GUIDELINES

Zoning: Zoning approval is always required for any structure being placed on your property. If your property is outside of the town limits, you are required to apply for a Zoning Permit with our office prior to the construction or placement of the accessory structure. You are required to fill out the attached site plan and turn in when you apply for the permit. If you are inside the town limits, approval from the town is required and approval must be sent to this office. Please contact the town for more information regarding their requirements and fees. Please contact the zoning office for signage requirements 540-459-6185.

General Information per Appendix H of the 2015 International Building Code:

H101.1 General. A sign shall not be erected in a manner that would confuse or obstruct the view of or interfere with exit signs required by Chapter 10 or with official traffic signs, signals or devices. Signs and sign support structures, together with their supports, braces, guys and anchors, shall be kept in repair and in proper state of preservation. The display surfaces of signs shall be kept neatly painted or posted at all times.

Building Permit Exemptions - Does not apply to zoning requirements

H101.2 Signs exempt from permits. The following signs are exempt from the requirements to obtain a building permit before erection:

1. Painted non-illuminated signs.
2. Temporary signs announcing the sale or rent of property.
3. Signs erected by transportation authorities.
4. Projecting signs not exceeding 2.5 square feet (0.23 m²).
5. The changing of moveable parts of an approved sign that is designed for such changes, or the repainting or repositioning of display matter shall not be deemed an alteration.

General requirements when applying for a sign permit

H105.1 General. 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. Shenandoah County requires two sets of drawings for plan review. Approved drawings will be given back along with your permit.

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 Attachments. 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.

Electrical Requirements for Illuminated Signs

H106.1 Illumination. A sign shall not be illuminated by other than electrical means, and electrical devices and wiring shall be installed in accordance with the requirements of NFPA 70. Any open spark or flame shall not be used for display purposes unless specifically approved.

H106.1.1 Internally illuminated signs. Except as provided for in Sections 402.16 and 2611, where internally illuminated signs have facings of wood or approved plastic, the area of such facing section shall not be more than 120 square feet (11.16 m²) and the wiring for electric lighting shall be entirely enclosed in the sign cabinet with a clearance of not less than 2 inches (51 mm) from the facing material. The dimensional limitation of 120 square feet (11.16 m²) shall not apply to sign facing sections made from flame-resistant-coated fabric (ordinarily known as “flexible sign face plastic”) that weighs less than 20 ounces per square yard (678 g/m²) and that, when tested in accordance with NFPA 701, meets the fire propagation performance requirements of both Test 1 and Test 2 or that when tested in accordance with an approved test method, exhibits an average burn time of 2 seconds or less and a burning extent of 5.9 inches (150 mm) or less for 10 specimens.

Ground Sign Requirements

H109.1 Height restrictions. The structural frame of ground signs shall not be erected of combustible materials to a height of more than 35 feet (10668 mm) above the ground. Ground signs constructed entirely of noncombustible material shall not be erected to a height of greater than 100 feet (30 480 mm) above the ground. Greater heights are permitted where approved and located so as not to create a hazard or danger to the public.

H109.2 Required clearance. The bottom coping of every ground sign shall be not less than 3 feet (914 mm) above the ground or street level, which space can be filled with platform decorative trim or light wooden construction.

H109.3 Wood anchors and supports. Where wood anchors or supports are embedded in the soil, the wood shall be pressure treated with an approved preservative.



Roof Sign Requirements

H110.1 General. Roof signs shall be constructed entirely of metal or other approved noncombustible material except as provided for in Section H106.1.1 and H107.1. Provisions shall be made for electric grounding of metallic parts. Where combustible materials are permitted in letters or other ornamental features, wiring and tubing shall be kept free and insulated there from. Roof signs shall be so constructed as to leave a clear space of not less than 6 feet (1829 mm) between the roof level and the lowest part of the

sign and shall have at least 5 feet (1524 mm) clearance between the vertical supports thereof. No portion of any roof sign structure shall project beyond an exterior wall.

Exception: Signs on flat roofs with every part of the roof accessible.



H110.2 Bearing plates. The bearing plates of roof signs shall distribute the load directly to or upon masonry walls, steel roof girders, columns or beams. The building shall be designed to avoid overstress of these members.

H110.3 Height of solid signs. A roof sign having a solid surface shall not exceed, at any point, a height of 24 feet (7315 mm) measured from the roof surface.

H110.4 Height of open signs. Open roof signs in which the uniform open area is not less than 40 percent of total gross area shall not exceed a height of 75 feet (22 860 mm) on buildings of Type 1 or Type 2 construction. On buildings of other construction types, the height shall not exceed 40 feet (12 192 mm). Such signs shall be thoroughly secured to the building upon which they are installed, erected or constructed by iron, metal anchors, bolts, supports, chains, stranded cables, steel rods or braces and they shall be maintained in good condition.

H110.5 Height of closed signs. A closed roof sign shall not be erected to a height greater than 50 feet (15 240 mm) above the roof of buildings of Type 1 or Type 2 construction, nor more than 35 feet (10 668 mm) above the roof of buildings of Type 3, 4 or 5 construction.

Wall Sign Requirements

H111.1 Materials. Wall signs which have an area exceeding 40 square feet (3.72 m²) shall be constructed of metal or other approved noncombustible material, except for nailing rails and as provided for in Section H106.1.1 and H107.1.

H111.2 Exterior wall mounting details. Wall signs attached to exterior walls of solid masonry, concrete or stone shall be safely and securely attached by means of metal anchors, bolts or expansion screws of not less than 3/8 inch (9.5 mm) diameter and shall be embedded at least 5 inches (127 mm). Wood blocks shall not be used for anchorage, except in the case of wall signs attached to buildings with walls of wood. A wall sign shall not be supported by anchorages secured to an un-braced parapet wall.

H111.3 Extension. Wall signs shall not extend above the top of the wall, nor beyond the ends of the wall to which the signs are attached unless such signs conform to the requirements for roof signs, projecting signs or ground signs.

These are some of the code requirements for the common sign permit application this office receives. If at any time you have questions or our requirements are not clear, feel free to contact our office at 540-459-618 and we would be happy to help.





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APPLICATION FOR BUILDING PERMIT

PERMITS APPLIED FOR Building Electric Plumbing HVAC Gas
 Zoning Alarm Suppression Demo Other _____

Owner: _____ Phone: _____ Email: _____

Mailing Address: _____

Location of Jobsite: _____ Location In: Town County

Directions from County Office: _____

Purpose of Permit: New Building Addition Alteration Remodel Other _____

Use of Proposed Structure or Building: _____

Size of Proposed Structure or Building (Includes Basement) (Square Feet): _____ Ridge Height of Purposed Structure of Building _____ Ft.

Description of Work: _____

Single Family Dwelling Mobile Home Modular Townhouse Commercial Industrial Multi-Family Dwelling

<u>Cost of Improvement</u>	<u>Type of Construction</u>	<u>Type of Sewage Disposal</u>	<u>Type of Foundation</u>
Building: \$ _____	_____	<input type="checkbox"/> Public Sewer	<input type="checkbox"/> Crawlspace
Electric: \$ _____	_____	<input type="checkbox"/> Private Septic	<input type="checkbox"/> Unfinished Basement
Plumbing: \$ _____	<u>Type of Heat/AC</u> _____ _____	<u>Type of Water Supply</u>	<input type="checkbox"/> Finished Basement
Heat/AC: \$ _____		<input type="checkbox"/> Public Water	<input type="checkbox"/> Slab on Grade
Other: \$ _____		<input type="checkbox"/> Private Well	<input type="checkbox"/> Post to Footing
Total: \$ _____	_____	<input type="checkbox"/> Other _____	

of Stories: _____ # of Bedrooms: _____ # of Full Baths: _____ # of Half Baths: _____ Garage: Attached Detached None

Contractor: _____ Phone #: _____ Cell #: _____

Email: _____ VA Contractor License #: _____ VA Class: A B C County License

Mechanic's Lien Agent: _____ None Designated

I Certify the Above Information is True and Correct to the best of my knowledge:

Owner Lessee Contractor Agent Architect/Engineer

Applicant Signature: _____ Phone #: _____ Email: _____

Print Name: _____ Date: _____ Best way to contact you: _____



Site Plan for Zoning Permit - Minor

Shenandoah County Government Center
600 N. Main St., Suite 107
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540-459-6185

APPLICANT / OWNER

Name _____ Address _____
Daytime Telephone _____
E-Mail _____

PROPERTY

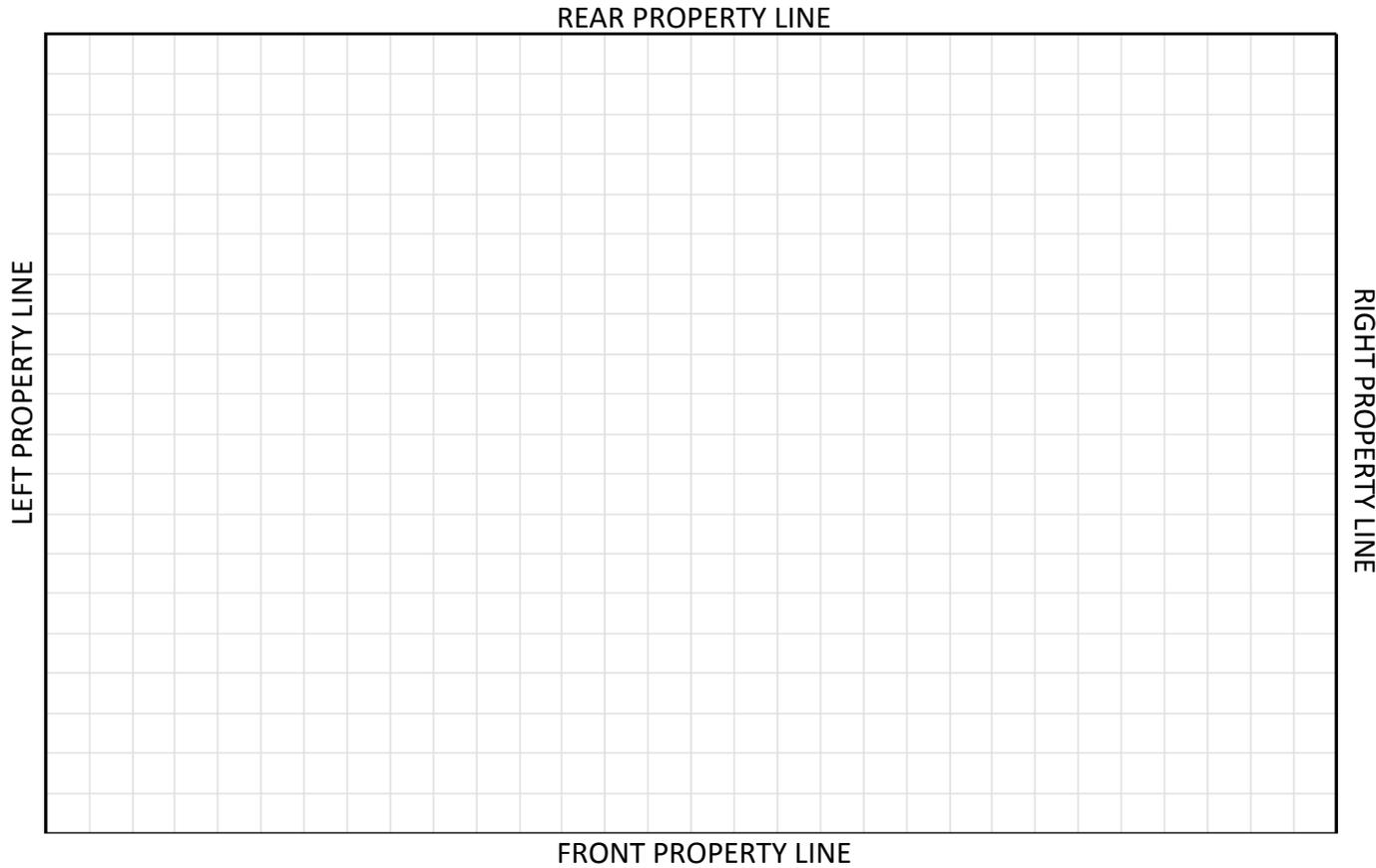
Address / Location _____
Tax Map # _____ Parcel size _____ ac \ sf
Proposed Setbacks: Front _____ Right Side _____ Left Side _____ Rear _____

Proposed Structure

Height: _____ Size: _____ Located in Floodplain: Y / N

SITE PLAN INSTRUCTIONS

The site plan must show: the proposed structure(s); all existing structures; all roads and waterways; and the distance from the proposed structures to all property lines. **Be as accurate as possible.**



I certify the above information provided is correct and true.

Signature _____ Date _____

OFFICE USE ONLY

Permit # _____ Date Rec'd _____ Floodplain? Y \ N Firm Panel# _____ Zoning _____



OWNER'S AFFIDAVIT

I, _____ of (address) _____

_____ affirm that I am the legal owner of a certain tract or parcel of the land located at: _____.

I understand that I am applying for a building permit as owner of the above referenced property and I am acting as my own contractor. I further understand that if I hire or enter into a contractual agreement with any person(s) on this project, they must be licensed with Shenandoah County and the Commonwealth of Virginia. If I decided to use a licensed contractor, I will notify the Shenandoah County Community Development office prior to the contractor starting any work.

Owner's signature

SIGNED AND ACKNOWLEDGED IN SHENANDOAH COUNTY, VIRGINIA ON THE _____ DAY OF _____, 20____, IN THE PRESENCE OF THE UNDERSIGNED WITNESS.

Witness' signature

Please note that if you are not the owner of the property, owner must sign and give written permission to perform work, prior to the issuance of any permit.



CONTRACTOR LISTING FORM

Owner's Name: _____ Date: _____

In accordance with §81-1 License Required of the Code of Shenandoah County, I understand the person, firm, or corporation, providing the following services must be licensed. **A Permit Authorization Affidavit must be filled out by the person performing the Plumbing, Electric, Heating & A/C, Gas Service and Foundation work.** Please indicate who will be doing the following:

GENERAL CONTRACTING: _____

EXCAVATION/GRADING: _____

FRAMING: _____

FOUNDATION WORK: _____

ELECTRIC: _____

PLUMBING: _____

HEATING & A/C: _____

GAS SERVICE: _____

I CERTIFY THE ABOVE INFORMATION IS TRUE AND CORRECT. I AM AUTHORIZED BY THE CONTRACTORS LISTED ABOVE TO MAKE APPLICATION FOR THIS PROJECT.

Signature (Owner or Agent): _____ Date: _____



PERMIT AUTHORIZATION AFFIDAVIT

§ 54.1-1111. Prerequisites to obtaining business license; building, etc., permit.

It shall be unlawful for the building inspector or other authority to issue or allow the issuance of such permits unless the applicant has furnished his license or certificate number issued pursuant to this chapter or evidence of being exempt from the provisions of this chapter.

I, _____ do hereby authorize the following person, _____ the right to act as my agent to obtain a(n) _____ permit in my absence and that I will be performing the work associated with the above mentioned permit, located at _____, Virginia.

***Any misrepresentation of submitted data may result in legal prosecution.**

_____(signature) _____(date)

_____(printed name)

_____(DPOR license number)