



**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**

<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.**

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

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. Contract costs (including materials and labor) \_\_\_\_\_
- e. For all lighted signs, please list the UL numbers here  
\_\_\_\_\_

**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 Jay Detrick, Director of Community Development, at 276-645-3784 or [jdetrick@bristolva.org](mailto:jdetrick@bristolva.org).

**Completed applications may be emailed to the above email address.**

**PLEASE NOTE:** If installation of signs will involve work in the city right-of-way, a Work in the Right of Way permit is required from the city engineering department before any work starts.

<b>TO BE COMPLETED BY Planning Department</b>			
PROPERTY ZONING DESIGNATION _____			
Planning Approval _____	(Signature)	Date _____	
COMMENTS _____			
Building Permit # _____			
Fee Paid \$ _____	Date _____	Receipt # _____	