



*Zoning & Natural Resources Division • Community Development*

900 Church Street • Lynchburg • Virginia • 24504

www.lynchburgva.gov • P 434-455-3900 • F 434-845-7630

<b>Fees</b>
< 50 sq.ft. = \$50
≥ 50 sq.ft. = \$100
Temporary sign = \$25

**SIGN PERMIT APPLICATION**

Person/Company Requesting Permit \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Location \_\_\_\_\_

Permit Request:

Type of sign: \_\_\_\_\_ New \_\_\_\_\_ Replacement \_\_\_\_\_ Reface only \_\_\_\_\_ Temporary

Please indicate all items that apply

Building Mounted Sign

Freestanding/Pole Sign

\_\_\_\_\_ Perpendicular to the wall

\_\_\_\_\_ Monument style

\_\_\_\_\_ Flat on wall/window

\_\_\_\_\_ Pole sign

\_\_\_\_\_ Awning

\_\_\_\_\_ Digital

\_\_\_\_\_ Internally illuminated

\_\_\_\_\_ Internally illuminated

\_\_\_\_\_ Multi-tenant

\_\_\_\_\_ Flag

\_\_\_\_\_ Banner/Flag (temporary only)

Indicate the square footage of each sign face area \_\_\_\_\_

Total height of the sign from grade \_\_\_\_\_ feet

Total number of existing signs \_\_\_\_\_ and square footage of each \_\_\_\_\_

**A sketch plan must be provided which shows a drawing of the sign with applicable dimensions and its location on the property or on the building.**

Signature \_\_\_\_\_ Date \_\_\_\_\_