



Department of Community Development  
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# Sign Permit Application

## Application Requirements

1. Completed Sign Permit Application.
2. Location, description and sizes of existing signage that will remain.
3. Plan showing locations of proposed signage.
4. Plan showing street frontage lengths or building location frontage (if multi-tenant property).
5. Illustrations of the proposed sign(s), including: dimensions; height; sign and total area.
6. Electronic and Illuminated signs shall bear the Underwriter's Laboratories, Inc. seal of approval or any other standard related to electrical equipment in the Virginia Uniform Statewide Building Code.
7. Encroachment application and permit into city right-of-way (Downtown District, if applicable).
8. Submit the above items electronically to the above email address (PDF format only).

**Note:** Incomplete applications cannot be processed.

All work must comply with Chapter 66 of the City of Salem Code of Ordinances.

Site Information	
Address:	
Tax Parcel #:	Zoning District: (see list below)
Primary Street/Building Frontage (ft):	Secondary Street Frontage (ft): (if applicable)
Owner(s):	Phone:
Address:	
City / State Zip:	E-mail:
Applicant Information	
Name:	Phone:
Address:	
City / State Zip:	E-mail:
I hereby certify that I am the owner or authorized agent of the owner of the property where this sign is proposed. This application is being made with the owner's knowledge and consent and that all signs installed under the terms of this permit shall conform to Chapter 66 of the City of Salem Code of Ordinances and the Virginia Uniform Statewide Building Code. I also understand that if the work authorized under this permit has not been completed within six months after date of issue, such permit shall become null and void.	
Signature: _____ Date: _____	

Contractor / Installer Information:	
Name:	Phone:
Address:	
City / State Zip:	E-mail:
Contractor State License #:	Expiration Date:
City of Salem Business License #:	

Proposed Signs				
Type of Sign (see list below)	Dimensions L x W x H	Area of Sign (SF)	Illumination Type?	Cost \$
			None Internal External Halo Neon	
			None Internal External Halo Neon	
			None Internal External Halo Neon	
			None Internal External Halo Neon	
			None Internal External Halo Neon	
			None Internal External Halo Neon	
			None Internal External Halo Neon	
			None Internal External Halo Neon	
			None Internal External Halo Neon	
			None Internal External Halo Neon	
			None Internal External Halo Neon	
			None Internal External Halo Neon	
			None Internal External Halo Neon	

FOR OFFICE USE ONLY	
Total Square Footage Allowed: _____ Remaining Square Footage: _____ Proposed Square Footage: _____ Total: _____ Remaining balance: _____	Notes: <ul style="list-style-type: none"> <li>All work must be inspected after completed. Please contact our office to schedule an inspection.</li> </ul>
Zoning Approval	
_____	_____
Zoning Administrator	Date
_____	_____
Building Inspector	Date

<b>Types of Signs</b>
Awning*
Canopy*
Electronic
Freestanding (Non-monument)
Location
Manual Changeable Copy
Marquee
Mechanical Movement or Revolving
Menu
Monument (Freestanding)
Multi-Tenant
Mural
Off-Premise
Portable, A-Frame or Sandwich Board, Pedestal
Projecting*
Roof
Snipe
Street clock
Temporary
Wall, Gas Station Canopy, Mansard, Skeleton, Channel Letter
Window**
Vehicular

<b>Zoning Districts</b>
AG – Agriculture
RSF – Residential Single Family
COL – Cluster Overlay
RMF – Residential Multi-Family
RB – Residential Business
PUD – Planned Unit
MHP – Manufactured Home Park
TBD – Transitional Business
CUD – College and University
DBD – Downtown Business
CBD – Community Business
HBD – Highway Business
BCD – Business Commerce
LM – Light Manufacturing
HM – Heavy Manufacturing

\*Might require encroachment permit into city right-of-way

\*\*Window signs require entire window pane dimensions.