



CULPEPER COUNTY, VIRGINIA

SIGN PERMIT APPLICATION

Building Department • 302 N. Main St., Culpeper VA 22701 • 540-727-3405 www.culpepercounty.gov
For General Questions: buildinggeneral@culpepercounty.gov

All submissions must have 3 sets of plans; Zoning permits from jurisdiction of the project, i.e., Town of Culpeper (540) 829-8260 or Culpeper County (540) 727-3404.

JOB (SITE) LOCATION IF DIFFERENT THAN OWNER ADDRESS

STREET ADDRESS _____ Permit # _____
CITY/TOWN _____ ZIP CODE _____ Tax Map # _____

OWNER INFORMATION

NAME _____
ADDRESS _____ City/Town _____ State _____ Zip Code _____
PHONE NUMBER _____ EMAIL: _____

CONTRACTOR INFORMATION OWNER/ LESSEE if owner is the contractor Date of birth ____/____/____

BUSINESS NAME _____
ADDRESS _____ City/Town _____ State _____ Zip Code _____

PHONE _____ EMAIL _____

VA STATE CONTRACTOR'S LICENSE # _____ CLASS _____ EXPIRATION _____

VA STATE MASTERS LICENSE # _____ EXPIRATION _____

Online verification by Permit Tech _____ initial

CONTACT PERSON: Person to answer Plan Review Questions & Pickup Permit

NAME _____ DAY PHONE # _____

E-MAIL _____ CELL PHONE # _____

DESCRIPTION OF WORK CONTRACT AMOUNT: _____ 2018 VCC 2021 VCC

WALL/DIRECTIONAL SIGN: Quantity: _____ Sizes: _____ (Issue at Counter w/o review)

ALL GROUND MOUNTED & ANCHORED HANGING SIGNS: Submit 3 Sets Drawings sealed by RDP, showing wind loads and footing/anchoring designs.

Ground Mounted # _____; size of each sign: _____

Anchored Hanging signs # _____; size of each sign: _____

Connection to existing electrical circuit NEW ELECTRICAL: YES NO ** A separate electrical permit is required if you are wiring new electric hook-up or changing electrical wiring. Plans and electrical contractor information required complete Electrical Permit Application.

I hereby certify that I have the authority to make the foregoing application, that the information given is correct, and that all construction will comply with the Virginia Uniform Statewide Building Code and applicable ordinances. The permit holder is the responsible party for compliance with the VUSBC and other ordinances. The permit holder is responsible to call for an inspection when construction reaches a stage of completion that requires an inspection per Section 113.1.2 of the USBC. The permit holder is responsible to provide any ladder, scaffolding or test equipment necessary to conduct or witness a requested inspection per Section 113.1.1 of the USBC. A FINAL inspection must be completed in order to close the permit.

Print Name: _____ Owner Contractor Authorized Agent

Signature: _____ Date: _____

Application reviewed and accepted by _____ Permit Tech.

STATEMENT OF CONTRACTOR INFORMATION

The County may only issue a building permit to properly licensed contractors or to those that are exempt from the Commonwealth's requirements for contractors. Certain exceptions to licensing requirements are available under Section 54.1-1101 of the Code of Virginia. Property owners are eligible for exceptions under specific circumstances. The Code requires that a contractor be properly licensed before he may bid or undertake contracting work of \$1,000 or more. Specifically, a:

- Class A contractor's license is required for any job valued at more than \$120,000; a
- Class B contractor's license is required for any job valued at \$10,000 or more but less than \$120,000; and a
- Class C contractor's license is required for any job valued at more than \$1,000 but less than \$10,000.
- Tradesmen/ Master license is not to exceed any job valued at \$1,000 or more without a VA contractor's license.

If a property owner secures a building permit under the exception, and subsequently hires contractors to work on the project, those contractors must meet the requirements listed above and the property owner is legally responsible for assuring the licensing requirements are met. Failure to do so constitutes the commission of a Class 1 misdemeanor by both the property owner and the contractor, and may expose the property owner to prosecution as well as other legal risks, particularly if problems with construction occur. Also, in such cases the County cannot hold individual contractors responsible for issues identified during ongoing inspections; rather it is the property owner, as permit holder, who is responsible.

Fill out this section if the Building Permit Applicant is PROPERTY OWNER/OWNER'S AGENT:

I am the property owner. I affirm that I have read and understand the above and that by securing this permit under my own name I have accepted responsibility for assuring proper licensing of any contractors hired for jobs under this building permit.

I am the agent for the property owner. I affirm that I have read and understand the above, have informed the property owner of the above, and that the property owner has accepted responsibility for assuring proper licensing of any contractors hired for jobs under this building permit.

Signature: _____ Date _____

Print Name: _____

Fill out this section if the Building Permit Applicant is CONTRACTOR/ CONTRACTOR'S AGENT:

I am the contractor for this permit. I affirm that I have read and understand the above.

I am the sub-contractor for this permit. I affirm that I have read and understand the above.

I am the agent for the contractor. I affirm that I have read and understand the above.

I affirm that I am duly licensed under the terms of Title 54.1 Chapter 11, Code of Virginia to carry on or superintend this work;

I affirm that I am not subject to licensure as a contractor, subcontractor, or owner-developer under the terms of 54.1, Chapter 11, Code of Virginia.

Signature of Contractor: _____ Date _____

Contractor Name (printed): _____

This section completed by Plan Reviewer	Administrative Fees are non-refundable if the project is canceled or abandoned, however, once plans have been approved the Admin Fee will be applied to the total permit fee.
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Permit Fee Schedule	Amt	Permit Fee	Actual Sq. Ft.	Actual Permit Fee	Remarks
Admin Fee 1-5 Signs		\$75.00			*Nonrefundable*
Admin Fee 6+ Signs		\$125.00			*Nonrefundable*
Wall Mounted		\$45.00 ea.			
Platform & hanging mounted		\$75.00 ea.			
Signs Electrical		\$65.00			
Plan Review fee 1-5 signs		\$75.00			
Plan Review fee 6+ signs		\$125.00			
Plan Review Fee 11+ signs		Determined by The Building Official.			
SUB TOTAL FEES				\$	
State Levy		2%			
Technology Fee		2%			
Less Admin Fee, if applicable				()	
TOTAL PERMIT FEE				\$	



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SIGN CONSTRUCTION

The Virginia Uniform Statewide Building Code (USBC), and Appendix “H”, of the International Building Code, IBC, provides us with the requirements for installation for signs based on type. Section H101.2 of the IBC provides exceptions for signs not requiring a sign permit. If the sign meets the following criteria, it is exempt from needing a permit:

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. (0.23m²).
5. The changing of movable 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.

If the sign is not exempt per H101.2 the requirements for submitting a plan for installation of a sign are contained in Appendix “H” of the IBC. The following lists the contents of the applicable sections/procedures of appendix “H”:

- | | |
|---|--------------------------------|
| ➤ Section H-102 Definitions | Section H-109 Ground Signs |
| ➤ Section H-103 Location | Section H-110 Roof Signs |
| ➤ Section H-105 Detail and Construction | Section H-111 Wall Signs |
| ➤ Section H-106 Electrical | Section H-112 Projecting Signs |
| ➤ Section H-107 Combustible Materials | Section H-113 Marquee Signs |
| ➤ Section H-108 Animated Devices | Section H-114 Portable Signs |

The following covers processes unique to Culpeper County for submitting a request for a sign permit:

1. **Wall Signs:** any sign attached to or erected against the wall of a building or structure, with the exposed face of the sign in a plane parallel to the plane of said wall. These type signs must have plans that depict the mounting method i.e. type anchors, bolts or expansion screws utilized and must conform to the minimum requirements of section H-111 of appendix “H”. Additionally, all other requirements of this section must be followed to obtain a favorable inspection result. Wall signs 50 Sq. ft. and below **will not undergo** a plan review process, but will be inspected to ensure they meet the anchoring and anchoring methods required by this code. Additionally, some wall signs may require a plan review based on the sheer size and complexity of the installation. The following requirements must be satisfied to obtain a permit.
2.
 - a. **Wall signs exceeding 40 sq. ft. shall be constructed of metal or other non-combustible material.**
 - b. **Wall Signs will be required to undergo a plan review to ensure proper anchoring methods are employed, engineering may be required.**
 - c. **Regardless of size, any wall sign requiring retrofitting related to electrical installation will require an electrical permit and undergo a plan review. All requirements for electrical installation will comply with the current adopted National Electric Code per the Uniform Statewide Building Code.**
 - i. **EXCEPTION: If the structure was wired during initial construction for the sign, we consider the installation of the electrical to be incidental to the sign permit and an electrical permit and review would not be required.**
 - d. **Platform, projecting and other signs that require an engineer’s design due to wind load and structural integrity may be accompanied by a mastered engineered design. The design can be generic in nature as long as the site sign is constructed within the design parameters. The master design will be kept on file and will be contractor specific. It is the responsibility of the contractor to assure the Virginia registered design professional’s license is current, as a new design will need to be submitted at the end of the license term.**

- e. **Landscape wall signs: Masonry construction not exceeding 48” in height above grade, does not require an engineer/architect’s design. Over 48” or if functioning as a retaining wall, a professional design will be required.**

3. The inspection process for all signs must be met in order to receive a final approved inspection:

- a. The permit holder will ensure that all available equipment is in place to allow the inspector to properly inspect the installation. Example are:
 - i. A ladder with the appropriate OSHA safety markings for maximum weight of the user etc.
 - ii. If the sign cannot be viewed safely from a ladder a boom vehicle with the proper OSHA cage and safety devices must be provided to allow for a proper inspection.
 - iii. If the inspection process requires the Inspector to enter through a scuttle the interior must be illuminated to allow for inspection of the sign.
- b. Flush mounted wall signs not exceeding 40 sq. ft. and one inch in thickness may not require anyone to be on site to assist with the inspection however if any panels are required to be removed or assistance is needed a representative from the sign company must be present for the inspection.
- c. All access panels required for the Inspector to view proper electrical connections, bonding and attachment points must be removed to allow for inspection.
 - i. **If the structure was wired during initial construction for the sign, we consider the installation of the electrical to be incidental to the sign permit and an electrical permit would not be required.**
- d. The technician should have a sample of the attaching hardware so the inspector can verify proper length, size etc. The Inspector may require the technician to remove a sampling of the attachment hardware to verify compliance with the plans.

Any questions regarding the permitting process should be brought to the attention of a Permit Technician for resolution. Field questions should be relayed to the Inspector performing the inspection.