



SIGN PERMIT APPLICATION

Date _____

Permit # _____

Is this property located in a historic district? Yes () No ()

I am applying for this permit as: (Please check one)

() OWNER

Name _____

Mailing address _____

City/ZIP _____ Phone _____

Affidavit

I _____

Of (address) _____

Affirm that I am the owner of a certain tract or parcel located at _____

And that I have applied for a building permit. I affirm that I am familiar with the prerequisites of section 54.1-111 or the Code of Virginia and I am not subject to licensure as a contractor or sub-contractor and that I accept the responsibility for insuring that all workmen hired in conjunction with this job are property licensed, registered or certified with applicable local, State and Federal agencies.

_____ (Affiant)

Signed and acknowledged by _____

In the City of Staunton, VA on the _____ day of _____

20____ in the presence of the undersigned witness.

_____ (Witness)

I hereby submit this application for a Building Permit, and acknowledge that the plans, specifications, and other information attached hereto, together with the statements made hereon, are all a part of this application, and acknowledge that I have read these statements and agree, that when the permit herein applied for is issued, that the work will be done as stated or as shown on the attached plans and specifications as required by City Ordinances, and State and Federal Laws and Regulations. Failure to comply with any part or terms of this application shall be sufficient cause to revoke the permit so issued. Any change to the work as shown on the attached plans and specifications must be re-approved. **On completion of this work, I will report the final cost in detail and pay any additional fee as required by law.** I hereby authorize the building inspector or an authorized agent to enter upon my property during normal business hours to inspect the work authorized by this permit. **I understand this permit is not an approval for occupancy and that an occupancy permit must be obtained prior to occupancy for a change in use, a new occupancy, or for occupancy of a structure which has been vacant for six (6) months or more. (Permit void if construction not started within six (6) months of permit issuance.)**

Owner _____

() CONTRACTOR

Name _____

Mailing address _____

City/ZIP _____ Phone _____

License # _____

Expiration Date _____

I hereby certify that this proposed work will be done with the owner's consent and I acknowledge that I have read this application and the statements printed hereon and agree that the work will be done as stated and subject to the conditions stated herein.

Agent _____

Address _____

MLA _____ Phone _____

Address _____

Attached Plans

Number and type of plans filed with this application: _____

Plans prepared by: _____

Spec sheets of sign attached: ___ Yes (2 sets required)

Lot Description

House # _____ Street _____

Tax Map _____ Block _____ Lot _____

Subdivision _____ Zoning District _____

Number of buildings now on lot _____

Present Use (Dwelling, Apartment, Store, Factory, etc)

If multi-units specify number of units _____

Description of Proposed Work

Kind of work, materials, extent of work _____

Estimated Total Value of Construction

Including value of materials and labor

\$ _____

Approval

Approved _____ Disapproved _____

By _____

Building Official

Date _____ Fee \$ _____

Remarks _____