



# SIGN PERMIT APPLICATION

## City of Hopewell

### Division of Code Enforcement

300 N Main St., Hopewell, VA 23860  
(804) 541-2226 Fax (804) 541-2318

A Sign Permit is required by the City of Hopewell to insure proper zoning & building code requirements. Submission of this application must include two (2) sets of plans and/or specifications and a site plan must accompany this application. This office will retain one (1) set of plans. This permit will be void if the work is not commenced within six (6) months from the date of issuance. A separate electrical permit may be required if it is an illuminated sign. This permit application will be processed through the Department of Development and the Division of Code Enforcement.

**Project Description:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Address of Work:** \_\_\_\_\_ **Building Use** (check one): Residential \_\_\_ Commercial \_\_\_  
 (Location) \_\_\_\_\_ Industrial \_\_\_ Other \_\_\_

**Owner Information:**

**Name:** \_\_\_\_\_ **Daytime Phone:**( ) - \_\_\_\_\_ **Cell:**( ) - \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

**Contractor Information:**

**Contractor:** \_\_\_\_\_ **State License:** \_\_\_\_\_ **Expires:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **City License:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Business Phone:**( ) - \_\_\_\_\_ **Cell:**( ) - \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_

**Sign Description**

**Sign Permit - \$50 per sign / \$100 per billboard**  
*(Plus current State Surcharge)*

**Estimate Cost (Labor & Materials):** \$ \_\_\_\_\_

Type of Sign (circle one): **Mounted** **Projection** **Free Standing**  
**Size:** \_\_\_\_\_ **Thickness:** \_\_\_\_\_ **Sign Material:** \_\_\_\_\_

**Circle One:**

Replacing Sign: Yes No  
 Reface: Yes No  
 Single Sided: Yes No  
 Double Sided: Yes No  
 Illuminated: Yes No  
 Corner Lot: Yes No  
 Business Lot: Yes No

**Provide the Following:**

Proposed overall Height: \_\_\_\_\_  
 Distance from Property Line: \_\_\_\_\_  
 Distance from sidewalk: \_\_\_\_\_  
 Distance from curb: \_\_\_\_\_  
 Clearance above sidewalk: \_\_\_\_\_  
 Clearance above ground: \_\_\_\_\_  
 Clearance above parking: \_\_\_\_\_

**It is understood that this is an application for a Sign Permit and that work may not begin until the official permit has been issued.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

***Official Use Only***

Permit # \_\_\_\_\_ Permit Fees \$ \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_ CC \_\_\_  
 Sub/Parcel # \_\_\_\_\_ Lot / Block \_\_\_\_\_ Zoning \_\_\_\_\_ Enterprise Zone:  
 YES NO  
 Building Official Approval: \_\_\_\_\_ Date: \_\_\_\_\_ (Circle one)  
 Zoning Official Approval: \_\_\_\_\_ Date: \_\_\_\_\_