



# SIGN PERMIT APPLICATION

## City of Hopewell

### Division of Code Enforcement

300 N Main St., Hopewell, VA 23860  
 (804) 541-2220 Fax (804) 541-2318  
 Email: dev.zone@hopewellva.gov

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:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **State License:** \_\_\_\_\_ **Expires:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **City License:** \_\_\_\_\_  
**Contact:** \_\_\_\_\_  
**Office Phone:** ( ) - \_\_\_\_\_ **Cell:**( ) - \_\_\_\_\_

**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: \_\_\_\_\_

Application #: _____	<i>Official Use Only</i>		
Permit # _____	Permit Fees \$ _____	Check # _____	Cash ___ CC ___
Sub/Parcel # _____	Lot / Block _____	Zoning _____	Enterprise Zone: YES NO (Circle one)
Building Official Approval: _____	Date: _____	Ward#: _____	
Zoning Official Approval: _____	Date: _____		
<b>Free Standing Sign APPROVAL ONLY: HRWTF      STORMWATER</b>			