



Office of Code Administration

Expedited Sign Permit Program

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| <i>Staff Use Only</i> |
| BLD _____ - _____ |

PROJECT NAME: _____

PROJECT ADDRESS: _____

Type of Sign:

- Projecting
- Wall Mounted
- Free Standing/ Monument (height less than 6 feet)
- Fabric Awning (with or without letters or design image)

Wall Mounted - By signing this Expedited Sign Permit document, I certify I have knowledge of in the installation requirements of the Virginia Construction Code and will install the sign at the address above in a structurally sound manner.

Free Standing - By signing this Expedited Sign Permit document, I certify I have knowledge of the minimum footing depth required per the Virginia Construction Code and shall install the footings in accordance with such requirements. The height of the sign must not exceed 6 feet; otherwise a review by an Office of Code Administration plans reviewer is required.

I understand that a building plan review will not be conducted but reviews from other City of Fairfax agencies/ departments may be required and an inspection by an Office of Code Administration building inspector is required. An electrical permit may also be required.

Note: The Office of Code Administration building inspector may exercise the authority to require the application for signage be submitted to plans review for approval prior to conducting inspection(s) due to size, weight or design/installation complexity.

APPLICANT NAME: _____

SIGNATURE: _____