

ANY WORK COMPLETED PRIOR TO THE ISSUANCE OF A PERMIT, WHICH IS ISSUED ONLY AFTER REVIEW OF THE PLANS AND SPECIFICATIONS BY THE CITY OF NORFOLK BUILDING AND CODES STAFF, SHALL BE AT THE RISK OF THE OWNER AND CONTRACTOR, AND ANY IMPROVEMENTS SHALL BE SUBJECT TO DEMOLITION FOR ANY REQUIRED INSPECTION.

# APPLICATION FOR SIGN PERMIT

## IMPORTANT - Applicant to complete all items in sections. 1, 2, 3, 4, 5, 6 and 8.

<b>1.</b> LOCATION OF SIGN	AT (LOCATION) _____ ZONING DISTRICT _____	
	(NO) _____ (STREET) _____	
	SUBDIVISION _____	
	LOT _____ BLOCK _____	LOT SIZE _____
<b>2.</b> FEE SCHEDULE	<b>0 - 99 - SQUARE FOOT: \$34.50</b> <b>100 - 199 - SQUARE FOOT: \$62.30</b> <b>200 - 300 - SQUARE FOOT: \$123.00</b>	PROPERTY IN RIVERFRONT OVERLAY DISTRICT? <input type="checkbox"/> YES <input type="checkbox"/> NO

<b>3. SIGN 1:</b> _____ ON PREMISE _____ OFF PREMISE  _____ BUILDING _____ BILLBOARD _____ FREE STANDING  _____ NEW SIGN _____ CHANGE OF COPY  _____ MAXIMUM HEIGHT _____ MINIMUM HEIGHT  _____ SET BACK ILLUMINATED: YES _____ (FREE-STANDING SIGNS) NO _____  _____ LENGTH _____ WIDTH _____ SQ. FT.  FEES\$ _____ ESTIMATED COST OF SIGN \$ _____	<b>SIGN 2:</b> _____ ON PREMISE _____ OFF PREMISE  _____ BUILDING _____ BILLBOARD _____ FREE STANDING  _____ NEW SIGN _____ CHANGE OF COPY  _____ MAXIMUM HEIGHT _____ MINIMUM HEIGHT  _____ SET BACK ILLUMINATED: YES _____ (FREE-STANDING SIGNS) NO _____  _____ LENGTH _____ WIDTH _____ SQ. FT.  FEES\$ _____ ESTIMATED COST OF SIGN \$ _____
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<b>SIGN 3:</b> _____ ON PREMISE _____ OFF PREMISE  _____ BUILDING _____ BILLBOARD _____ FREE STANDING  _____ NEW SIGN _____ CHANGE OF COPY  _____ MAXIMUM HEIGHT _____ MINIMUM HEIGHT  _____ SET BACK ILLUMINATED: YES _____ (FREE-STANDING SIGNS) NO _____  _____ LENGTH _____ WIDTH _____ SQ. FT.  FEES\$ _____ ESTIMATED COST OF SIGN \$ _____	<b>SIGN 4:</b> _____ ON PREMISE _____ OFF PREMISE  _____ BUILDING _____ BILLBOARD _____ FREE STANDING  _____ NEW SIGN _____ CHANGE OF COPY  _____ MAXIMUM HEIGHT _____ MINIMUM HEIGHT  _____ SET BACK ILLUMINATED: YES _____ (FREE-STANDING SIGNS) NO _____  _____ LENGTH _____ WIDTH _____ SQ. FT.  FEES\$ _____ ESTIMATED COST OF SIGN \$ _____
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4. COST	ESTIMATED COST	FEE	CONTRACTOR NAME	PERMIT #
1. Cost / Fee of Above Signs . . . . . \$				
2. TOTAL COST / FEE / SIGN CONTRACTOR . . . . . \$				

PERMIT NO.

ADDRESS

5. AGREEMENT / APPROVAL FORMS REQUIRED

1. STATE PERMIT NEEDED YES \_\_\_\_\_ NO \_\_\_\_\_
2. ENCROACHMENT APPLICATION YES \_\_\_\_\_ NO \_\_\_\_\_
3. PLATTED BILLBOARD AGREEMENT YES \_\_\_\_\_ NO \_\_\_\_\_
4. UNPLATTED BILLBOARD AGREEMENT YES \_\_\_\_\_ NO \_\_\_\_\_

6. IDENTIFICATION - To Be Completed by All Applicant s		PROPOSED START DATE	
Name		Mailing Address - Number , Street, City , State and Zip	
1. Sign Owner			Phone _____
			Cell Phone _____
			Fax _____
			Email _____
2. Property Owner			Phone _____
			Cell Phone _____
			Fax _____
			Email _____
3. Sign Contractor			Phone _____
			Cell Phone _____
			Fax _____
			Email _____
<p>I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction. PLEASE NOTE: The issuance of any permit does not supersede any requirements set forth by zoning or building codes, and shall not relinquish compliance thereof.</p> <p>It shall be the responsibility of the sign contractor/owner to identify all easements.</p>			
Signature of Applicant		Printed Name	Application Date

**DO NOT WRITE BELOW THIS LINE**

7. VALIDATION	
Building (Sign) Permit Number	_____
Building (Sign) Permit Issued	_____ , 20 _____
Building (Sign) Permit Fee \$	_____
Approved by:	_____
	_____
	Title

[illegible]

8. SITE OR PLOT PLAN - It shall be required that "ALL PLATTED & RECORDED EASEMENTS" be included on the site plan.  
For Applicant Use

