
TOWN OF SMITHFIELD

310 Institute Street, P. O. Box 246, Smithfield, VA 23431
(757) 365-4200 - Fax (757) 357-9933

SIGN PERMIT APPLICATION

PERMIT TO ALTER, ERECT, DEMOLISH, MOVE, REPAINT, OR REPLACE A SIGN

_____	_____
Tax Number	Permit Number
Date of Application: _____	Zoning: _____
Sign Address: _____	
Sign Owner: _____	Phone: _____
Sign Owner Address: _____	
Contractor Name: _____	Phone: _____
Contractor Address: _____	

EXISTING SIGN INVENTORY

Type of Sign	Sign Dimensions	Sign Area (SQ. FT.)

PROPOSED SIGN

Are you replacing an existing sign? (Circle One) YES NO

Proposed Type: _____ Dimensions (Feet): _____

If Wall Sign, Enter Total Square Feet of Wall Area: _____

Height: _____ Total Square Feet: _____

Distance From Property Lines: Front _____ Side _____

REQUIREMENTS:

- One set of structural plans of sign and one copy of site plan or plat are required for all signs and shall include the following items: height, perimeter, area dimensions, location, means of support, method of illumination, colors, and construction materials.
- All fees must be paid at time the permit is issued.
- A separate building permit must be secured from Isle of Wight County Building Inspections (365-6213).
- Permit valid sixty (60) days after issuance.
- Sign Permit Fee is \$25.00

I hereby certify that I have the authority to make the foregoing application, that the information is correct, and that the construction will conform with the regulations of the Zoning Ordinance of the Town of Smithfield.

Signature: _____ Date: _____

Print Name: _____ Phone: _____

Address: _____

PLANNING AND ZONING DEPARTMENT USE ONLY

BHAR Review Required?	YES	NO
APPROVED: _____	DISAPPROVED: _____	
INSPECTOR: _____	DATE ISSUED: _____	