



COMMERCIAL FREESTANDING SIGNS ePLAN CHECKLIST Version 2020-0804

Staff Use Only BLD -

PROJECT NAME

Applicant Certification:

Applicant(s) have reviewed the Development Services Building Development Sign Quality Control Checklist, and have accurately completed the Checklist to the best of their knowledge.

Name: Email: Phone: Signature: Date:

By checking this box, I agree to electronically signing this form.

This checklist provides the minimum essential building code information required on plans prior to submission of the Building Permit Application. Below is a chronological overview of the sign application process once the package has been submitted to the Zoning Department for initial approval.

SIGN APPLICATION PROCEDURE

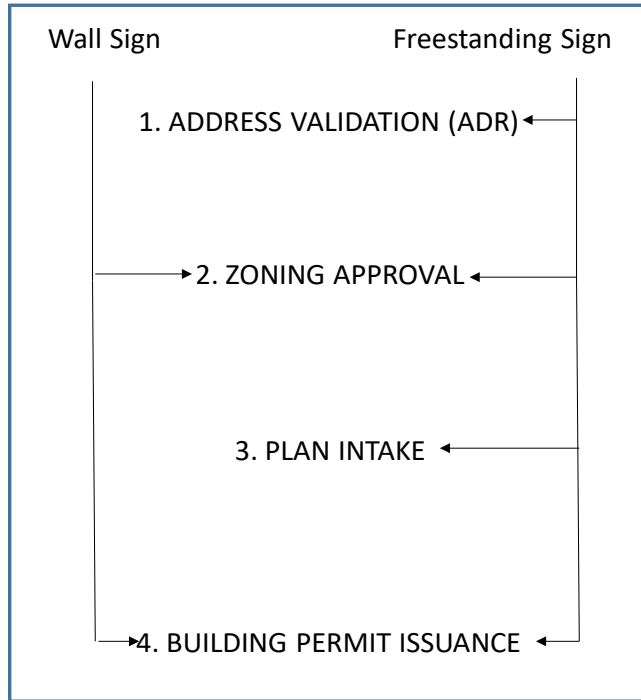
STEPS:

1.) Address Validation: The GIS/Mapping Department enumerates the number of signs being applied for and designates unique address points for each freestanding sign.

2.) Zoning Approval: Zoning classifies the type(s) of sign and issues Zoning Approvals in accordance with the county's Zoning Ordinance. Each individual sign address point requires its own approval. Zoning Approvals for wall signs or refaces bypass Step 3 & are delivered directly to the Building Permits Department to await issuance. Freestanding sign packages are submitted to Building Plans Intake and logged in.

3.) Building Plan Intake: Building Permit numbers are generated for each freestanding sign package. The packages that do not pass the quality control process are quality control denied. Applicants are then sent a letter detailing the required remaining items. Packages which pass the quality control process are routed for a five business day plan review.

4.) Permit Issuance: Once Plan Review has approved the sign package, the package is then routed to the Building Permit Section where the applicant is informed of any additional items or requirements for the permit(s) to be issued.



ADDRESS VALIDATION



- Address Validation/Assignment Approval shall be issued by GIS prior to acceptance by the Building Development Division. Address validations are processed online, via email only. Please contact 703-792-6840 or PWCMaps@pwcgov.org. Find more information [here](#).

GENERAL REQUIREMENTS (All Applicants)

- A Prince William County Certificate of Zoning Approval shall accompany the application.
- [Building Permit Application](#) filled out completely for *each* individual sign (freestanding or wall) including an accurate scopework, value of work/contract cost.
- To ensure the customer’s project team (i.e., tenant, building owner; contractor; permit expeditor) receives automated email notices, please complete and submit the [Contact Information Form](#) with package for freestanding signs.
- Filing Fee** due at the time of submission of the Building Permit Application.

SUBMISSION REQUIREMENTS:

- Project meets the occupancy, use group, and criteria in Table 1 and 2 of the [Customer ePlans Guide](#).
- File names meet the File Naming Convention found in the [Customer ePlans Guide](#).
- Plans and other required documents meet the credentialing requirements in the [Customer ePlans Guide](#).
- Plan set including all trades is in a single PDF file.
- Files are not locked or password protected.
- PDF files do not contain layers or comments.
- Plan sheets are bookmarked which include the sheet number and page title.
- Plan set is landscape and pages are aligned.
- An open 3”x3” space for the County Reviewed stamp is provided in the same location on each sheet.
- Plans are monochrome, not in color.

ARCHITECTURAL

SHEET #	GENERAL REQUIREMENTS	ARCHITECTURAL ANALYSIS:
	SIGN MATERIAL	1. Sign construction shall comply with VCC Appendix H.
	SPECIFICATIONS	2. Provide the height, dimensions, and area of the sign.

STRUCTURAL

SHEET #	GENERAL REQUIREMENTS	STRUCTURAL ANALYSIS:
	LOADS	1. Provide general design requirements including wind load, soil-bearing value, and soil lateral pressure value.
	MATERIALS	2. Provide notes on structural materials used.
	DESIGN	3. Provide complete foundation plans with cross sections and details.
		4. Sign structural design complies with VCC Appendix H.
		5. Provide anchor bolt details, embedment length, size and spacing.
		6. Provide structural plans, sections, and details for the sign or comprehensive sign specifications to include details.



ELECTRICAL

SHEET #	GENERAL REQUIREMENTS	<i>ELECTRICAL ANALYSIS:</i>
	CIRCUIT(S)	1. For illuminated signs, indicate whether circuit is existing or proposed. If connecting to existing circuit, please provide a reference drawing showing existing circuit/panel location.
		2. Proposed circuits shall have electrical plans submitted per the Tenant Layout, Alteration & Repair Commercial Plan Checklist