



**PRINCE WILLIAM COUNTY**  
**Department of Development Services – Building Development Division**

**COMMERCIAL FREESTANDING SIGNS**  
**PLAN CHECKLIST**

Version 2020\_0607

<i>Staff Use Only</i> BLD _____ - _____
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**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:

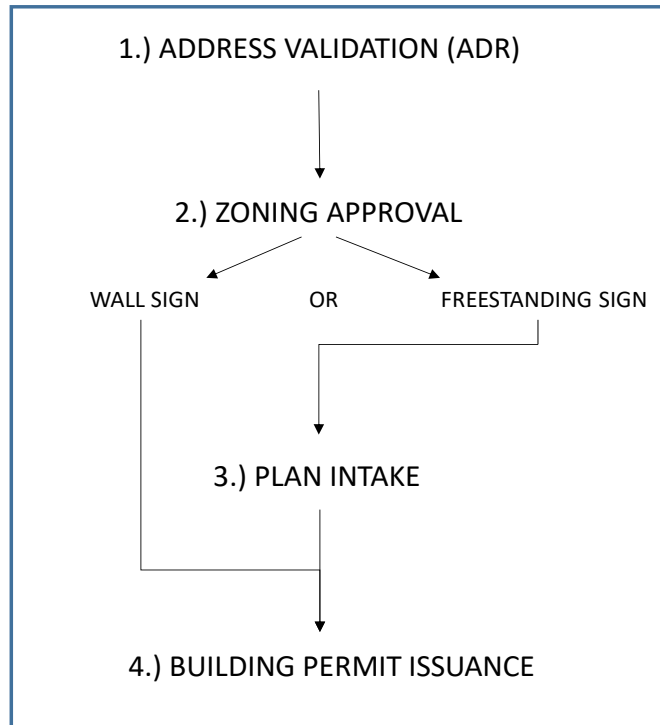
*By checking this box, I agree to electronically signing this form.*

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. Providing all of the information listed will support positive communication between the designers and plan reviewers, which will expedite the overall review process.

**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 (2 copies) shall be issued by GIS prior to acceptance by the Building Development Division for freestanding, canopy, or wall signs. Contact the GIS/Mapping department at 703-792-6840 or at [PWCMaps@pwcgov.org](mailto:PWCMaps@pwcgov.org) for information on obtaining an Address Validation (ADR).

**GENERAL REQUIREMENTS (All Applicants)**

- Two sets of the Prince William County **Certificate of Zoning Approval** for each individual sign shall accompany the application package. Contact the Zoning Department at 703-792-6830 for information on the Zoning Approval process.
- [Building Permit Application](#) filled out completely for *each* individual sign (freestanding or wall) including an accurate scope work, \$\$ 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.
- Submit **two sets of plans** (to include structural calculations) for Building Development Review. Refer below for requirements.
- Verify that all Designers of Record have sealed, signed, and dated the plans in accordance with [Building Development Policy 1.11. Registered Design Professional Sealing of Plans](#) and Code of Virginia 54.1.402.

**ARCHITECTURAL**

SHEET #	GENERAL REQUIREMENTS	<i>ARCHITECTURAL ANALYSIS:</i>
	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	<i>STRUCTURAL ANALYSIS:</i>
	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 <a href="#">Tenant Layout, Alteration &amp; Repair Commercial Plan Checklist</a>