



SIGN REVIEW CHECK LIST

GENERAL REQUIREMENTS

- Two copies of the survey of the property showing the location and size of all signs
- Two copies of the rendering of the proposed sign, along with size dimensions
- Two copies of the elevation drawings showing where the sign will be attached to the building
- Materials used to fabricate sign
- Method of attachment; the number, size and location of fasteners

WALL SIGNS

- Wall sign shall not be erected to extend above the top of the wall, nor extend beyond the end of the wall to which the sign is attached. (IBC H111.3)
- Wall signs, which are over 40 square feet, shall be constructed of metal or other approved non-combustible material.
- Marquee signs shall be constructed entirely of metal or other approved non-combustible material (IBC 3106.5)
- Roof signs are not permitted by the zoning ordinance.

GROUND SIGNS

- All new ground signs and/or ground signs which have been enlarged must have the foundation, sign and pole engineered for the 100 mph wind load, and the plans must bear the seal and signature of a Virginia-registered engineer.
- Show anchorage details of the sign to the pole.
 - Sign Height
 - Sign Setback
 - Sign Square Footage
 - Sight Plans (2 sets)
 - Landscape
 - Mounting