PERMANENT SIGN APPLICATION  
(City Code §110-4.6.)

The following procedures are provided to assist you in obtaining the required permit that must be issued PRIOR to installing a PERMANENT sign. Please familiarize yourself with these procedures and then prepare: 1) the completed application form, 2) the prohibited sign form (with tenant signature), 3) the required sign permit fee, 4) one set of colored sign drawings with dimensions with proposed sign location. Bring these documents to the City of Fairfax Zoning Division office at the above address. While visiting the Zoning Division, please inquire about a Zoning Permit for Commercial Use and Occupancy.

Attention:
Signs that are located in the Historic Overlay or Old Town Fairfax Transition Overlay District will require an administrative Board of Architectural (B.A.R) review approval. A B.A.R. application must be approved prior to approval of the sign application.

Signs that are mounted on the building or on the ground require a building and/or electrical permit. Visit the Office of Code Administration in City Hall room 208 or call 703-385-7830 for instructions on submitting an application form for a required building permit and/or electrical permit PRIOR to installing the sign.

The required Sign Permit will not be issued until steps 1-5 are completed:

1) **Application form.** The applicant submits a completed Permanent Sign application form to the Zoning Division with all information requested on the application filled in.
   - Two (2) signatures are required on the application form:
   - The applicant, and
   - The property owner or owner’s agent affidavit.

2) **Sign Permit fee.** A permit fee is due at time of application submission. The permanent sign fee is $115.00 for signs less than 100 square feet in total sign area or $7.75 per square foot for signs 100 square feet and greater in total sign area.

3) **Drawings.** Four (4) sets of color drawings of the proposed signage must accompany the application form. The drawings must show ALL dimensions of sign (length, height, and width), the sign location and support structure.
   - **Building Mounted:** Drawings should include building dimensions. (i.e. building frontage)
   - **Ground Mounted:** Provide aerial photo or site plan with proposed sign location and setback.
   - **Window Signage:** Drawings should include window area.

4) **Completeness Review.** The application form will be reviewed for completeness within five business days of submission. If more information is required, the applicant will be notified of the additional information that remains outstanding. Incomplete applications will not advance until all required information has been submitted.

5) **Staff Review.** The review for approval may take up to 15 days after the application has been determined complete. If required, Board of Architectural review and approval must occur prior to approval of the sign permit application.

6) **Permit Issuance.** The Zoning Office will send an email notifying the applicant that the permanent sign application has been approved and that approved plans and sign permit may be obtained for:
   - **Building and Ground Mounted:** From the Office of Code Administration, AFTER the building permit and/or electrical permit have been approved.
   - **Window Signage:** From the Zoning Division

7) **Permit Issuance – Sign Reface ONLY.** Once approved, the applicant will receive an email notifying them of the permanent sign approval and that the approved plans and sign permit may be obtained from the Zoning Office at the above referenced address. Reface permits must be picked up PRIOR to installing the new sign face.

The City of Fairfax is committed to the letter and spirit of the Americans with Disabilities Act. To request a reasonable accommodation for any type of disability, please call 703-385-7930, (TTY 711)
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PERMANENT SIGN APPLICATION

Property Information

Name of business where sign will be located: ____________________________________________________________
Street address of where sign will be installed: __________________________________________________________
Business phone number: ____________________________ Business email: _________________________________

Message on Sign

Write the message that will appear on the sign here (attach all drawings/specifications to this application):

Under 100 square feet in total sign area - $115.00
100 square feet and greater in total sign area - $7.75 per square feet

Sign Type – Check Applicable Boxes

☐ Building-Mounted: ☐ Awning or canopy ☐ Hanging ☐ Projecting ☐ Wall
☐ Freestanding Hanging (Old Town Fairfax Historic Overlay District Only)
☐ Monument Sign
☐ Special Signs: ☐ Changeable copy ☐ Crown ☐ Directional ☐ Directory
☐ Hardship ☐ Marquee ☐ Sandwich board ☐ Window

Signs allowed without a permit: flags, historic markers, street address signs, “open” signs, point-of-purchase displays, refer to City Code §110.4.6.3.

Sign Illumination

Check applicable box: ☐ Backlit ☐ Externally illuminated ☐ Not illuminated
Distance from proposed illuminated signage to surrounding residential districts: NORTH _________ feet EAST _______ feet
SOUTH _________ feet WEST _________ feet

Required Dimensions

Height of sign _________ feet Length of sign _________ feet Area of sign (length x height) _________ square feet
Building frontage _________ feet

Monument & Freestanding Hanging - Additional Information

Total height of the sign from grade to top of sign (includes platform and/or base to top of highest attached component of the sign): _________ feet
Distance of the sign from the property line: _________ feet
Lot frontage (must be greater than 100 feet for monument signs): _________ feet

Window Signage – Additional Information

Height of window _________ feet Width of window _________ feet Area of window (length x height) _________ square feet

CASE: ___________________________ Tax Map: ___________________________ FP: ☐ YES ☐ NO RPA: ☐ YES ☐ NO
Historic: ☐ YES ☐ NO Transition: ☐ YES ☐ NO BAR APPROVAL #: ______________ CUO APPROVAL #: ______________
☐ RL ☐ RM ☐ RH ☐ RT ☐ RT-6 ☐ RMF ☐ CL ☐ CO ☐ CR ☐ CU ☐ CG ☐ IL ☐ IH ☐ PD-M ☐ PD-R ☐ PD-C ☐ PD-1
Receipt #: __________________ Fee Amount: __________________ Sign Permit #: __________________

This Application is Approved By: ___________________________ Date: ___________________________ Zoning Official

Application Fees – Check Applicable boxes

☐ Under 100 square feet in total sign area - $115.00
☐ 100 square feet and greater in total sign area - $7.75 per square feet

***OFFICE USE ONLY***
THE STATEMENTS BELOW MUST BE SIGNED BY THE PROPERTY OWNER (OR THE OWNER AGENT ON BEHALF OF THE PROPERTY OWNER) AND THE APPLICANT AS SPECIFIED:

**Applicant Signature**

I hereby certify that I have authority of the owner or agent to make this application, that the information is complete, and that if a permit is issued the construction and/or use will conform to the Zoning Ordinance, the Building Code, applicable laws and regulations including private building restrictions, if any, which relate to the property. I further certify that I have received and read the prohibited sign regulations.

Applicant Signature *(REQUIRED)* ____________________________________________ Date __________________________

Applicant Name *(PRINTED)* ______________________________________________________________________________

Phone __________________________ Email __________________________________________________________

**Property Owner or Owner Agent Signature (One Required)**

I hereby authorize the sign as presented by the applicant to be located and installed in conformance to the Zoning Ordinance, the Building Code, applicable laws and regulations including private building restrictions, if any, which relate to the property.

**PROPERTY OWNER**

Property Owner Signature ____________________________________________ Date __________________________

Property Owner Name *(PRINTED)* __________________________________________________________________________

Phone __________________________ Email __________________________________________________________

**AGENT (representing the owner)**

I hereby certify that I have the authority of the owner to sign this application and represent the owner’s interest related to this application.

Agent Signature ____________________________________________ Date __________________________

Agent Name *(PRINTED)* ______________________________________________________________________________

Phone __________________________ Email __________________________________________________________

Please check the relationship to owner: □ Management Company    □ Sign Company    □ Other

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Prohibited Signs
In the City of Fairfax

Prohibited Signs – General Standards

Signs with the following general characteristics are prohibited in the City of Fairfax:

1. Signs located in a manner that would constitute a hazard to the public health, safety and welfare;
2. Signs imitating or closely resembling official traffic or government signs or signals, except for traffic control signs on private streets;
3. Signs displaying flashing or intermittent lights or lights of changing degrees of intensity, including signs utilizing electronic technology;
4. Portable spotlights or beacons used as advertising to draw attention to any use;
5. Signs painted on or attached to bike racks, bollards, hydrants, parking meters, public benches, refuse containers, sidewalks or walkways, street light poles, trees, utility poles and similar facilities;
6. Signs which display “obscene, indecent, or immoral matter”; and
7. Any commercial display of vehicles with open hoods, trunks, or doors; or located on a building, ramp or other elevated structure.

Prohibited Sign Types

The following sign types are specifically prohibited:

1. Moving signs and devices intended to attract attention
   Moving signs or devices intended to attract attention, all or any part of which is intended to move, including but not limited to pennants, balloons, propellers, discs, flutter and feather flags, inflatables, wavy man advertising, and handhelds; provided, traditional barber pole signs may include the traditional spinning, red/white, internal element.

2. Billboards and other off-site signs

3. A sign that describes or calls attention to products, activities, or services that are not customarily engaged in, produced, or sold on the premises upon which the sign is located.

4. Pole (or pylon) and stick in the ground signs
   A sign erected on a vertical framework of one or more uprights, supported by the ground, except as permitted by §4.6.12.

5. Portable signs
   Any sign not permanently attached to the ground or other permanent structure or a sign designed to be transported, including, but not limited to, signs designed to be transported by means of wheels, except for sandwich board signs as permitted by §4.6.11.

6. Roof signs
   A sign or signs erected, constructed, or maintained above or on any part of the roof of the building, except allowed for wall signs.

7. Signs on vehicles and trailers
   Signs attached to, painted on, or displayed on vehicles and trailers conspicuously parked in places visible from public rights-of-way. This prohibition does not apply to commercial vehicles parked at the business establishment for which the primary use of the vehicle is delivery, service, or passenger transport.

Disclaimer: The information provided is intended as a guide only. If you have a sign that you are not sure is permitted please contact the Zoning Office at 703-385-7820. The use of Prohibited Signs will result in a Notice of Violation followed by monetary fines.
Prohibited Signs

These are examples of prohibited signs:

1. **Moving / Inflatables** - Moving signs or devices intended to attract attention, all or any part of which is intended to move, including but not limited to pennants, balloons, propellers, discs, flutter and feather flags, inflatables, wavy man advertising, and handhelds.

2. **Window with exposed light source**

3. **Neon** - Greater than 2 sq. ft.

4. **Signs on vehicles or trailers** - Signs painted or displayed on vehicles or trailers conspicuously parked in places visible from public rights-of-way.

5. **Roof Signs** - A sign or signs erected, constructed, or maintained above or on any part of the roof of the building, except as specifically allowed for wall signs.

6. **Pole (or pylon) and stick in the ground** - Signs painted on or attached to bike racks, bollards, hydrants, parking meters, public benches, refuse containers, sidewalks or walkways, street light poles, trees, utility poles and similar facilities.
Permanent Sign Chart

Signs in general use districts shall be allowed by district in accordance with the table below.

KEY:
A = signs or other devices allowed without a sign permit
P = signs permitted only after issuance of a sign permit (See §110.6.9 for more information)
Blank box = sign type prohibited in the respective district

<table>
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<tr>
<th>Sign Types</th>
<th>RESIDENTIAL DISTRICTS</th>
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<th>STANDARDS</th>
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<tr>
<td>GROUND-MOUNTED SIGNS</td>
<td>RL</td>
<td>RM</td>
<td>RH</td>
</tr>
<tr>
<td>Monument</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>BUILDING-MOUNTED SIGNS</td>
<td>Awning or canopy</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>Hanging</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>Projecting</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>Wall</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>SPECIAL SIGNS</td>
<td>Changeable copy</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>Directional</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>Directory</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>Flags</td>
<td>A</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Hardship</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>Historic marker</td>
<td>A</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Marquee</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>Window</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>Sandwich board</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
</tbody>
</table>

Sign Types

Building-Mounted Signs

Monument
Freestanding Hanging
Special Signs

Awning or canopy
Hanging
Projecting
Wall
Window

Changeable Copy
Crown
Old Town Fairfax Historic Overlay District – Signs  
(City Code §110-3.7.2.B.8)

All signs otherwise allowed in the underlying general use district §4.6.8 shall be subject to the approval of a certificate of appropriateness in accordance with the provisions of §6.5; provided, however, changes to text only, temporary signs, or signs allowed without a permit §4.6.3, excluding §4.6.3.D and §4.6.3.G, shall not be subject to such approval. Changes to the font color and size are subject to approval of a certificate of appropriateness.

<table>
<thead>
<tr>
<th>Sign Type</th>
<th>Area</th>
<th>Setback</th>
<th>Maximum Height</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wall</td>
<td>1.00 sq. ft./linear ft. building frontage; 0.50 sq. ft./linear ft. of building face which is not defined as a building frontage</td>
<td>N/A</td>
<td>No higher than windowsill of second story unless such sign is adjacent to a second story exterior entrance, 8 ft. min. ground clearance required</td>
<td>N/A</td>
</tr>
<tr>
<td>Projecting</td>
<td>8 sq. ft.</td>
<td>May project 4 ft. or 1/3 width of sidewalk, whichever is less</td>
<td>N/A</td>
<td>12 ft.</td>
</tr>
<tr>
<td>Window</td>
<td>25 percent of the gross, transparent glass area on the ground floor façade of a building</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Hardship</td>
<td>1.00 sq. ft./linear ft. building frontage; 0.50 sq. ft./linear ft. of building face which is not defined as a building frontage</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>
| Monument           | 8 sq. ft.                                                           | Minimum building setback         | N/A                              | A maximum of one such sign allowed per business or use  
-Must be located on private property and must not impede pedestrian flow |
| Sandwich Board     | 6 sq. ft.                                                           | N/A                              | N/A                              |                                                                      |
| Avning or Canopy   | N/A                                                                | N/A                              | N/A                              | May only indicate the name of the building or tenant                 |
| Flags              | 24 sq. ft. each building; counted as part of building-mounted signage for purpose of calculating permitted area | The anchoring device shall not project more than 5 ft. from the surface of the wall | No part of the flag shall extend above the roof line or 20 ft. above grade, whichever is less. Each flag shall maintain an 8 ft. minimum clearance above grade | Each supporting pole shall be located in such a manner as not to impede the free flow of pedestrian traffic |

Notes:
[1] All other types of freestanding (or pylon) signs are prohibited.

Old Town Fairfax Transition Overlay District – Signs  
(City Code §110-3.7.3.F.1)

All signs otherwise allowed in the underlying general use district §4.6.8 shall be subject to the approval of a certificate of appropriateness in accordance with the provisions of §6.5; provided, however, changes to text only, sandwich board signs, temporary signs or signs allowed without a permit §4.6.3, excluding §4.6.3.D and §4.6.3.G, shall not be subject to such approval. Changes to the font color and size are subject to approval of a certificate of appropriateness.