

Permit Checklist

Permit Type: **Signs**

Zoning Verification

- We must have an aerial photo, plat or [site sketch](#) of the property with the proposed location of the sign, the distances from all property lines. Please have this ready **BEFORE** applying for your permit. This **MUST** be uploaded under the “Site Sketch” submittals. *Please note, the Towns of Brookneal and Altavista handle their own zoning permits. You will need to contact their office if your project is in the town limits.*

Building Permit Details (Info needed prior to applying for permit)

- Project description and scope of work.
- General Permit Information: Owner name and contact info, property address, square footage of sign, etc.
- General Contractor Information. Property Owners can act as the general contractor. *Sub-Contractors are not required to be listed.*
- (1) ONE complete set of construction drawings is **REQUIRED** to be uploaded to “Structural Drawings” in submittals.