



**COUNTY OF ALBEMARLE**  
**Department of Community Development**  
**401 McIntire Road, North Wing**  
**Charlottesville, Virginia 22902-4596**

**Phone (434) 296-5832**

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## **SIGN PERMIT APPLICATION INFORMATION**

Dear Sign Permit Applicant:

Thank you for your interest in a Sign Permit with the Albemarle County Department of Community Development. The information in this packet has been assembled to assist you in the sign application and installation process. Enclosed you will find:

**FOR PERMANENT SIGNS**

- Sign Permit Application and Checklist
- Entrance Corridors Map
- Developments w/ Comprehensive Sign Criteria
- Sign Diagrams

**FOR TEMPORARY SIGNS**

- Temporary Sign Permit Information
- Application for Temporary Sign Permit

Please review the enclosed information and, for permanent signs, complete the attached *Sign Permit Application and Checklist*. The completed Application and Checklist may be mailed to the address in the letterhead or it may be delivered to the Community Development office at 401 McIntire Road, 1<sup>st</sup> Floor, North Wing. (For temporary signs, see the Temporary Sign Permit Info sheet.)

Completed applications are processed and reviewed as quickly as possible. An Intake Specialist will be assigned to your application for review and processing and may contact you to discuss the application. A typical application requires 7 to 10 business days to review, plus additional time for review of applications for signs in the County's Entrance Corridors. Approval times vary depending on staff workload and the complexity and completeness of your application.

Your application will be considered ready for review when:

- The application has been completed and all the required submittal materials have been provided.
- All applicable State and County Contractor License Information has been provided.
- All permit fees and other related fees have been paid.

Please note that if you do not provide all required documentation for this application within six (6) months of your initial application date, your application will become VOID. Should you wish to continue with your project at a later date, you will be required to initiate a new application, complete with new documentation and fees.

Please note the special requirements outlined in the Application and Checklist for signs located in the County's Entrance Corridors. Entrance Corridors are identified on the *Entrance Corridors Map*. In the Entrance Corridors, signs intended for buildings that house multiple businesses must follow the Comprehensive Sign Criteria that have been established for those properties. Properties for which Comprehensive Sign Criteria have been established are identified in the list entitled *Developments with Comprehensive Sign Criteria*. The sign criteria for each property can be found on-line at the Community Development Forms Center. Signs meeting all the criteria established for their respective property may be reviewed/approved by staff without review by the ARB.

Once your application has been reviewed and approved, you will be issued a Certificate of Appropriateness and a Building Permit. Your Building Permit must be on site throughout the building process and available for public inspection. Once displayed, you are ready to begin work. To keep your Building Permit active throughout the building process, **YOU MUST COMMENCE WORK WITHIN SIX MONTHS OF THE ISSUANCE DATE AND YOU MUST REQUEST AT LEAST ONE (1) INSPECTION WITHIN A SIX-MONTH TIME PERIOD** until the project is complete. If you are not ready for a specific inspection type, you may keep your permit active by providing other evidence that work is being performed. **AN APPROVED FINAL INSPECTION** will serve as your final County approval.

We hope that you find this information packet useful when applying for a sign permit. Questions, comments and suggestions may be submitted in writing or by calling our department at 434-296-5832. You may track the status of your Sign Permit and schedule required inspections via the web at <http://countyviewweb.albemarle.org/>.

Sincerely,  
Community Development Staff