



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

Phone (434) 296-5832

Fax (434) 972-4126

TEMPORARY SIGN PERMIT INFORMATION

Applying for a Temporary Sign Permit

Applicants requesting temporary signs must complete an Application for Temporary Sign Permit and provide the following information. (Please note that there are separate applications for temporary signs and permanent signs.)

1. Exact location and name of the business to be displayed on the temporary sign.
2. The property owner's name, address and daytime phone number.
3. The applicant's name, address and daytime phone number (if different).
4. The size of the sign and the height at which it will be displayed.
5. The desired 15-day time period the sign will be posted.
6. A small sketch or elevation drawing of the sign (attached to or drawn directly on the application).

A Code Enforcement Officer will issue you an approved temporary sign permit on-site once they inspect the proposed location of your sign. Your copy of the permit will outline the conditions under which your permit was approved.

Re-applying for a Temporary Sign Permit

If you are interested in obtaining additional temporary sign permits, simply stop by the Department of Community Development to fill out another temporary sign permit application. You may find it helpful to bring a copy of your previously approved application to quickly and accurately submit your next one. We suggest that you apply at least three business days before you would like to receive your next permit to allow for processing and review.

As with your first permit, a Code Enforcement Officer will re-inspect the location of your temporary sign to make sure that the sign has not already been erected. **A new permit cannot be issued for a sign that is already erected.**

Fee Information

Each temporary sign permit fee is \$25.00. Permits are issued for a period of 15 days, up to 4 times per calendar year.