



SIGN PERMIT APPLICATION AND WORKSHEET

Sign Owner: _____ **Sign Address:** _____ **Trading As:** _____
Contractor: _____ **Address:** _____ **Phone:** _____
Sign Cost: _____ **Total Number of Signs** _____

EXISTING SIGN INVENTORY		
TYPE	DIMENSIONS	SIGN AREA
1		
2		
3		
4		

TOTAL NUMBER OF SIGNS _____ **TOTAL SIGN AREA** _____

PROPOSED SIGN		
SIGN ATTACHED TO BUILDING	FREE STANDING SIGN	
NUMBER OF SIGN(S):	NUMBER OF SIGN(S):	
DIMENSIONS: TOTAL SQ FT	DIMENSIONS: TOTAL SQ FT:	HEIGHT:
	SETBACK:	

CALCULATIONS					
OFFICE USE ONLY	Wall Street Frontage	X	Allotment	=	Allowed Sq. Ft.
	Existing Sign Area	X	Proposed Sign Area	=	Proposed Sq. Ft.
	No. of Signs Existing	X	Proposed Sign	=	Total Number of Signs

SPECIAL CONDITIONS:

REMARKS:

NOTE: One set of structural plans and 1 copy of the site plan are required for all signs. A separate permit must be secured for wiring and connecting all electrical signs. Permit valid for six months from date of issuance.

I hereby certify that I have the authority to make the forgoing application that the information is correct and that the construction will conform with the regulations of the Chesapeake Building Code and Zoning Ordinance.	Permit Fees 1 to 99 Sq. Ft. \$ 50.00 100 to 299 Sq. Ft..... \$ 75.00 300 Sq. Ft. Plus..... \$100.00 Repair Permits Grand Opening Signs Special Event Signs \$ 50.00 Application Fee..... \$ 35.00 Technology Fee..... \$ 5.00	<div style="text-align: center;"> OFFICE USE ONLY <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED </div> <hr/> <div style="display: flex; justify-content: space-between;"> Inspector Date </div>
Name Print Signature		

