



Sign Permit – FAQ Sheet

Where can I review the sign regulations?

Signs are regulated under [Article XXIV, Chapter 42](#) “Zoning” of the *Christiansburg Town Code*. The allowable types, sizes, and placement of signs is determined by the property’s zoning district. You may contact the Planning Department or use the Town’s [online GIS map](#) to determine a property’s zoning designation.

Do I need a permit?

A [sign permit](#) is required for new signs, alterations and/or the replacement (reface) of existing signs and sign structures. A permit is required for some, but not all temporary signs, depending on the size. Please be aware that prohibited signs, as provided in Sec. 42-705 of the *Christiansburg Town Code* are not allowed, even if a sign permit is not required. Consult the following table to determine when a sign permit is not required.

Zoning District	Sign Type	Permit Required
A, R1-A, R-1, R-2, R-3, MU-1	Total temporary signage on parcel does not exceed 12 sq. ft.	No
B-1, B-2, B-3, MU-2, I-1, I-2	Total temporary signage on parcel does not exceed 20 sq. ft.	No
All	Signs on the inside of windows	No
All	No more than two minor signs per parcel	No
A, R1-A, R-1, R-2, R-3, MU-1	One or more portable signs on parcel, total area not exceeding 12 sq. ft.	No
B-1, B-2, B-3, MU-2, I-1, I-2	One or more portable signs on parcel, total area not exceeding 20 sq. ft.	No

Temporary signs may be displayed for no more than 90 days and are then required to be removed. Temporary signs must be placed at least five feet from any street right-of-way. Signs may be subject to immediate removal if they are placed within the right-of-way or are attached to any street/traffic sign, traffic signal or utility pole.

What is the cost of a sign permit?

Temporary sign permits are \$30.60 and permanent sign permits are \$51.00. Separate permits are required for temporary and permanent signs, but up to three signs may be included on a single permit.

What documents do I submit with the sign application?

Applications for permanent signs must include:

- VA Contractor’s License, Certificate of Insurance, and a business license issued by a Virginia locality (when applicable).
- Scale drawing of sign, method of anchoring, and support structures with all relevant dimensions clearly labeled.
- Wall signs shall include a scale elevation drawing of the wall showing the location of all existing and proposed signage.
- Ground signs shall include a plat of the property or site plan that shows the proposed sign location with any easements and setback distances clearly labeled.
- Ground signs shall include a foundation (footer) detail sealed by a Professional Engineer licensed in Virginia.

Applications for temporary signs may be required to submit any of the above items if deemed necessary by staff.

How long will the review take?

The Planning Department will approve, reject, or note any application deficiencies within ten business days.

How can I pay for the permit?

Payment can be accepted at the Christiansburg Town Hall, by check through the mail, or over the phone. A \$10.00 service fee will be charged for payment over the phone. Contact the Finance Department (540-382-9519) for payment information.

Who do I contact to schedule inspections?

Inspection Type	Department	Notes	Contact
Setback*	Planning	Schedule a minimum of 2 days in advance	planning@christiansburg.org
Footer	Building	Daily will-call	arobertson@christiansburg.org
Electrical		Schedule a minimum of 1 day in advance	

*The applicant is responsible for locating/mark all relevant property lines and easements prior to inspection.