



Before You Apply

Permanent Sign Permit

What is a Permanent Sign Permit Application for?

When installing a new sign or refacing an old one, a permit is required to ensure compliance with the Town Zoning Code. Please see the code for general requirements, size restrictions, and other important information: [Christiansburg Town Code, Article XXIV - Signs](#)

Required Files

The following files are required to be submitted with your application. Required files must be in PDF format.

- Both Wall and Ground Signs
 - Sign Design – this document should provide the sign details, including the dimensions and mounting details.
 - Business License (for the contractor mounting the sign)
 - Certificate of liability insurance (for the contractor mounting the sign)
 - If the business/property owner is mounting the sign in lieu of a contractor, please provide the certificate of insurance for the business conducting the work.
- Wall Signs
 - Wall layout – this document contains the wall(s) that will contain the new proposed sign(s). This layout must include the following details:
 - Dimensions of the wall
 - Locations and dimensions of any existing signs
 - Location and dimensions of proposed sign(s)
- Ground Signs
 - Site Plan – this document contains an aerial of the property with the proposed sign location and distance between the sign and property lines called out.
 - Footer Details – this document provides the footer details for the ground sign to be secured. This may include sign footer depth and materials used to create the footer.
 - NOTE: Footer details that are engineered require a design professional's stamp.
- *If staff needs additional information, someone will reach out to a contact on file.*

Contact Information

Be prepared to enter contact information (name, address, phone number and/or email) for the applicant and property owner (if different from applicant). To input your contractor's contact information, you will be required to provide their State Contractor License number.



Fees

You will receive an invoice upon approval for \$51.00.

Invoices can be paid for on your permit portal and staff will be notified the following business day of the payment. You can also pay in person or by mailed check. Please print a copy of your invoice and provide payments to the Finance Department in the Town of Christiansburg Town Hall.

Where to Apply

When you are ready to apply, you can find the application on the Town's permitting portal, linked below. You will need to register for an account the first time you use the portal. Once registered, you can click "Apply" and search for "Permanent Sign" to find the correct application.

https://selfservice.christiansburg.org/energov_prod/selfservice#/home

What to Expect After you Apply

After you apply for a Permanent Sign Permit, staff will review your application and may reach out with additional questions. If/when your application is approved, you will receive an email letting you know the next steps.

Common Errors

Some common errors we see and important items to note on this type of application include:

- Not providing the valuation. This is an estimated "Job cost" for the sign. This information is used in regards to Contractor Business Licensing and does not affect the permit cost.