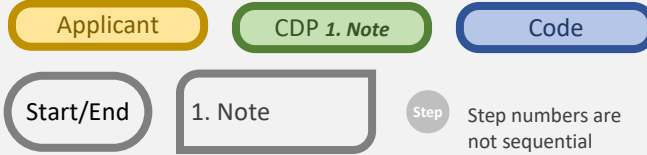




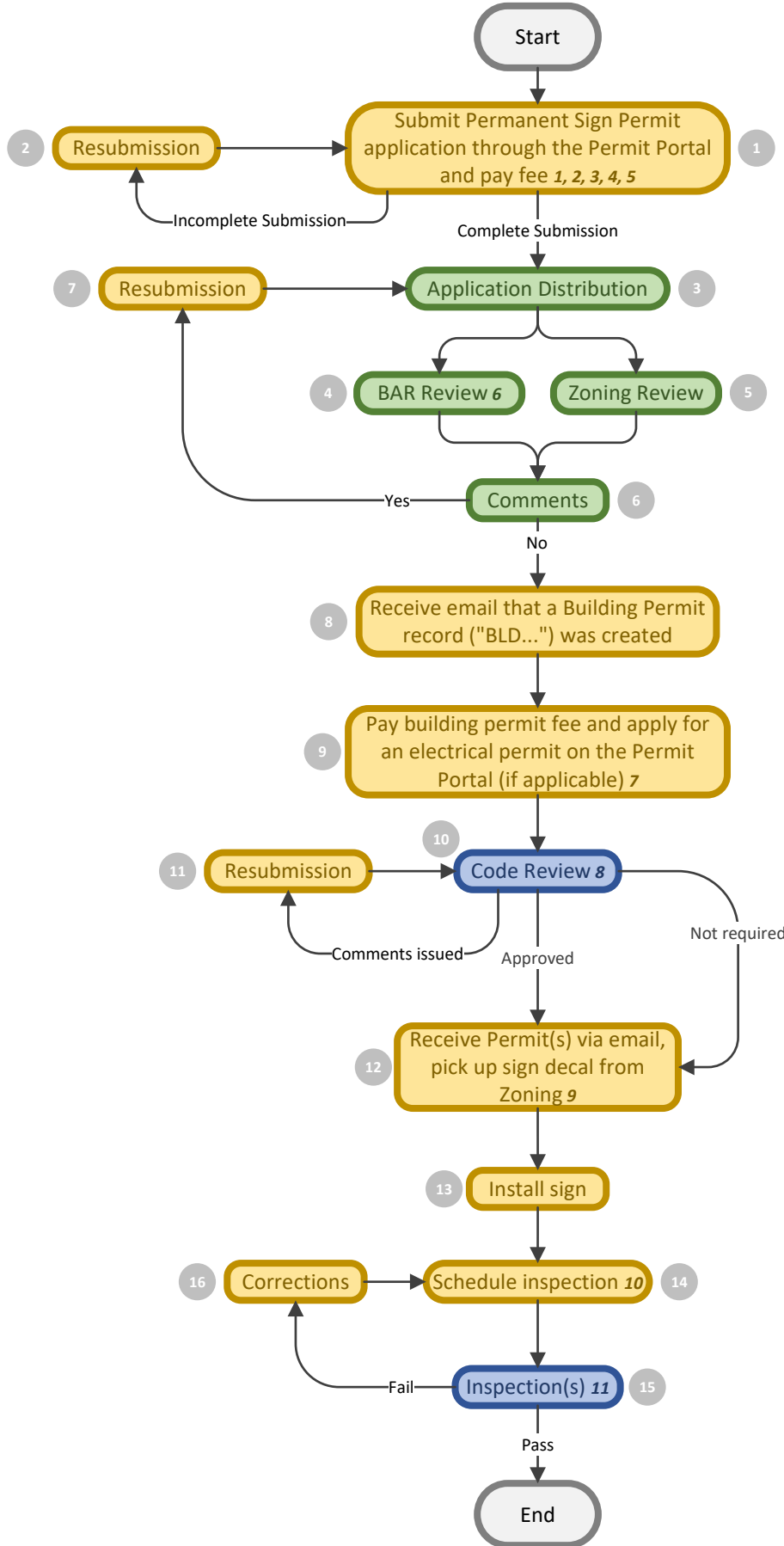
Sign Permit Review Flowchart

Updated 3/13/25

Symbol Key



NOTE: This flowchart is for illustrative purposes only. Not every submission will follow this exact review flow.



1. Click here for the [Permit Portal](#).

2. See step-by-step guide: [How To Apply – Sign Permits](#)

3. There must be an approved and active Commercial Use and Occupancy Permit (aka Non-RUP) for the business before a sign permit can be issued. See guides on previous page for **CU&O**.

4. New monument signs also require submission of a Commercial Land Disturbing Zoning Permit. See guides on previous page for **Commercial Zoning Permit**.

5. Note that sign dimensions must be provided in terms of decimal **feet** and **square feet**.

6. If the property is located in the Old Town Fairfax Historic Overlay District or the Transition Overlay District, you will need to obtain a **Minor Certificate of Appropriateness**. This must be approved before the Sign Permit can be approved. See guides on previous page for **BAR**.

7. If there are electrical components to the sign for lighting, you must obtain an electrical permit. This must be inspected and finalized with the building permit. See guides on previous page for **Commercial Trade Permits**.

8. A full building plan review is only required for specific sign types, such as new monument signs > 6 feet in height. Often, this is the step where you will be asked to provide contractor information.

9. Rather than picking up the sign permit decal/sticker, it can be mailed to the applicant if preferred. Please call Community Development and Planning to make the request: 703-385-7820. The sticker must either be affixed to the sign or kept on file on the premises.

10. Inspections are scheduled through the Permit Portal. See instructions: [How to Schedule Inspections](#)

11. For a wall-mounted sign, the inspection that must be scheduled is 'Final (Complete)'. If the sign is ground-mounted, other required inspections are Footing/Foundation and Structural Frame. An electrical inspection is needed if there was electrical work installed as part of the sign. See guides on previous page for **Commercial Building, Trade, & Zoning Permits**.