



COMMERCIAL FREESTANDING SIGNS ePLAN CHECKLIST Version 2021-0909

Staff Use Only

BLD \_\_\_\_\_ - \_\_\_\_\_

PROJECT NAME \_\_\_\_\_

Applicant Certification:

Applicant(s) have reviewed the Development Services Building Development Sign Quality Control Checklist, and have accurately completed the Checklist to the best of their knowledge.

Form with fields for Name, Email, Phone, Signature, and Date.

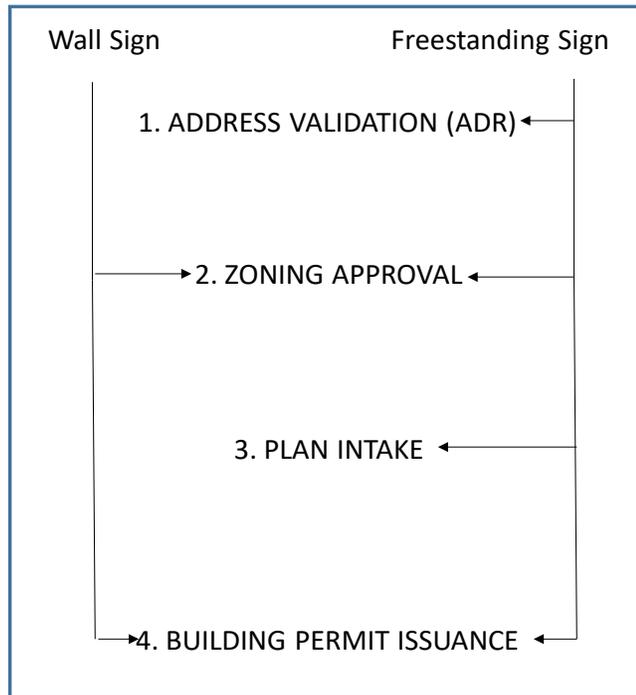
By checking this box, I agree to electronically signing this form.

This checklist provides the minimum essential building code information required on plans prior to submission of the Building Permit Application. Below is a chronological overview of the sign application process once the package has been submitted to the Zoning Department for initial approval.

SIGN APPLICATION PROCEDURE

STEPS:

- 1.) Address Validation: The GIS/Mapping Department processes all freestanding signs based on their parcel/site address.
2.) Zoning Approval: Zoning classifies the type(s) of sign and issues Zoning Approvals in accordance with the county's Zoning Ordinance.
3.) Building Plan Intake: Building Permit numbers are generated for each freestanding sign package.
4.) Permit Issuance: Once Plan Review has approved the sign package, the package is then routed to the Building Permit Section.





**ADDRESS VALIDATION**

- Address Validation/Assignment Approval shall be issued by GIS prior to acceptance by the Building Development Division. Address validations are processed online, via email only. Please contact 703-792-6840 or [PWCMaps@pwcgov.org](mailto:PWCMaps@pwcgov.org) for more information on obtaining an Address Validation (ADR).

**ZONING APPROVAL**

- Zoning shall issue a zoning approval prior to submission of permit to Build Development. Please contact zoning at 703-792-6830 or visit the zoning website [here](#).

**GENERAL REQUIREMENTS (All Applicants)**

- Filing Fee** due after submission has an approved Quality Control.

**SUBMISSION REQUIREMENTS:**

- Project meets the occupancy, use group, and criteria in Table 1 and 2 of the [Customer ePlans Guide](#).
- File names meet the File Naming Convention found in the [Customer ePlans Guide](#).
- Plans and other required documents meet the credentialing requirements in the [Customer ePlans Guide](#).
- Plan set including all trades is in a single PDF file.
- Files are not locked or password protected.
- PDF files do not contain layers or comments.
- Plan sheets are bookmarked which include the sheet number and page title for plan sets with more than 10 pages.
- Plan set is landscape and pages are aligned.
- An open 3"x3" space for the County Reviewed stamp is provided in the same location on each sheet.
- Plans are monochrome, not in color.

**ARCHITECTURAL**

SHEET #	GENERAL REQUIREMENTS	ARCHITECTURAL ANALYSIS:
	SIGN MATERIAL	1. Sign construction shall comply with VCC Appendix H.
	SPECIFICATIONS	2. Provide the height, dimensions, and area of the sign.

**STRUCTURAL**

SHEET #	GENERAL REQUIREMENTS	STRUCTURAL ANALYSIS:
	LOADS	1. Provide general design requirements including wind load, soil-bearing value, and soil lateral pressure value.
	MATERIALS	2. Provide notes on structural materials used.
	DESIGN	3. Provide complete foundation plans with cross sections and details.
		4. Sign structural design complies with VCC Appendix H.
		5. Provide anchor bolt details, embedment length, size and spacing.
		6. Provide structural plans, sections, and details for the sign or comprehensive sign specifications to include details.



**ELECTRICAL**

SHEET #	GENERAL REQUIREMENTS	<i><b>ELECTRICAL ANALYSIS:</b></i>
	CIRCUIT(S)	1. For illuminated signs, indicate whether circuit is existing or proposed. If connecting to existing circuit, please provide a reference drawing showing existing circuit/panel location.
		2. Proposed circuits shall have electrical plans submitted per the <a href="#">Tenant Layout, Alteration &amp; Repair Commercial Plan Checklist</a>