Staff Use Only



COMMERCIAL FREESTANDING SIGNS ePLAN CHECKLIST Version 2021-0909

PROJECT NAME		BLD	
Applicant Certification:			
Applicant(s) have reviewed the Development Se accurately completed the Checklist to the best o		Quality Control	Checklist, and have
Name:	Email:		
Phone:	Signature:		Date:
	By checking this box, I d	gree to electronic	ally 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. Providing all of the information listed will support positive communication between the designers and plan reviewers, which will expedite the overall review process.

SIGN APPLICATION PROCEDURE

STEPS:

- 1.) Address Validation: The GIS/Mapping Department processes all freestanding signs based on their parcel/site address. A unique feature code is no longer attached to the address, however, a site plan clearly indicating the sign location is still required
- 2.) Zoning Approval: Zoning classifies the type(s) of sign and issues Zoning Approvals in accordance with the county's Zoning Ordinance. Each individual sign address point requires its own approval. Zoning Approvals for wall signs or refaces bypass Step 3 & are delivered directly to the Building Permits Department to await issuance. Freestanding sign packages are submitted to Building Plans Intake and logged in.
- 3.) Building Plan Intake: Building Permit numbers are generated for each freestanding sign package. The packages that do not pass the quality control process are quality control denied. Applicants are then sent a letter detailing the required remaining items. Packages which pass the quality control process are routed for a five business day plan review.
- 4.) Permit Issuance: Once Plan Review has approved the sign package, the package is then routed to the Building Permit Section where the applicant is informed of any additional items or requirements for the permit(s) to be issued.

Wall Sign	Freestanding Sign
1. /	ADDRESS VALIDATION (ADR) ←
	→2. ZONING APPROVAL ←
	3. PLAN INTAKE ◀
—•4. E	BUILDING PERMIT ISSUANCE ←



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 for more information on obtaining an Address Validation (ADR).	
NING 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 <u>here</u> .	
NERAL REQUIREMENTS (All Applicants)	
Filing Fee due after submission has an approved Quality Control.	
BMISSION 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 <u>Customer ePlans Guide</u> .	
Plans and other required documents meet the credentialing requirements in the <u>Customer ePlans Guide</u> .	
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	ARCHITECTURAL ANALYSIS:
	REQUIREMENTS	
	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.
		3. Provide complete foundation plans with cross sections and details.
	DESIGN	4. Sign structural design complies with VCC Appendix H.
		5. Provide anchor bolt details, embedment length, size and spacing.
		 Provide structural plans, sections, and details for the sign or comprehensive sign specifications to include details.



ELECTRICAL

SHEET #	GENERAL REQUIREMENTS	ELECTRICAL ANALYSIS:
	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.
		Proposed circuits shall have electrical plans submitted per the <u>Tenant Layout</u> , <u>Alteration & Repair Commercial Plan Checklist</u>