



**TOWN OF FRONT ROYAL**  
**DEPARTMENT OF PLANNING AND ZONING**  
16 N. ROYAL AVENUE  
FRONT ROYAL, VA 22630  
(540) 635-4236  
FAX (540) 631-2727

**PROCEDURES FOR OBTAINING A SIGN PERMIT**

Before you begin the process of applying for a sign permit, you should have the following information available, in addition to your company name and address:

- Tax Map number, section, block, and lot number of the business property.
- Name, address, and telephone number of the applicant, and the sign erector information.
- A drawing, diagram, picture and/or sketch of the proposed sign showing the dimensions (width and height) of the sign. Also say if the sign will be illuminated.
- **Clearly state the type of sign:** freestanding, hanging, canopy, wall, ground mounted, etc.
- It is important to clearly provide a legible sketch for all proposed signs, including face changes, canopy logos, gas pump logos, and or freestanding signs. All on-site sign changes will need to be included with the application under “type of sign”. Examples are canopy, monument, wall, window, logo, etc.
- The type of signage will determine whether or not a Warren County Building Permit is required, if so, then a Warren County Building Permit application will need to be completed. An electric permit will be required from the County if the sign uses electricity.
- Obtain the signature of the property owner and the signature of the sign owner.
- **Signs within the historic district may require Board of Architectural Review approval. Make sure you get a copy of the guidelines for signage within the historic district from the Department of Planning & Zoning. Proposed signage consistent with established guidelines may be exempt from BAR approval, and may be approved administratively. New signs within the Entrance Corridor will require Planning Commission approval.**

The following steps will guide you through the process of obtaining a sign permit:

- You may obtain Sign Permit applications from the Town of Front Royal website by visiting <http://www.ci.front-royal.va.us>, or at the Department of Planning and Zoning located at 16 N. Royal Avenue.
- Complete form with attachments and submit with the applicable fee.
- If the application complies with the ordinance, you will be issued a sign permit, and an approved application for a Warren County Building Permit (if necessary) for the installation of a new sign. The necessary building permit and/or electrical permit will be issued to you by the Warren County Building Inspector's Office (fees are established by that office).