

**CERTIFICATE OF ZONING COMPLIANCE**

Town of Pulaski  
42 1st Street  
Pulaski VA 24301

Phone: 540-994-8619  
Fax: 540-994-8699



**SIGN & FLAGPOLE PERMIT APPLICATION**

**Date of Application:** \_\_\_\_\_

**Both pages are to be completed.  
Review period of all permit applications is a minimum of 3 business days.**

TYPE OF WORK (Check One)			
New Sign	<input type="checkbox"/>	Alteration/ Relocation	<input type="checkbox"/>
Addition	<input type="checkbox"/>	Reface	<input type="checkbox"/>
Flag Pole	<input type="checkbox"/>	Other _____	<input type="checkbox"/>

**SIGN MESSAGE**  
PROVIDE A TRANSLATION OF THE SIGN MESSAGE OR SYMBOL (IF A LANGUAGE OTHER THAN ENGLISH IS USED)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SCOPE OF WORK**  
(Describe briefly, but thoroughly)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**JOB SITE INFORMATION**

911 Address	_____
City/State/ZIP	_____
Lot or Apt #	_____

**PROPERTY OWNER INFORMATION**

Name	_____
Mailing Address	_____
City/State/ZIP	_____
Phone #	_____ Cell # _____

**ELECTRIC SIGN**

Will the sign require power? Yes  No

Number of Fluorescent Tubes: \_\_\_\_\_

Number of Incandescent: \_\_\_\_\_

Number of Neon Transformers: \_\_\_\_\_

Proposed background color of sign if illuminated: \_\_\_\_\_

Electrical/ Manual Changeable Message? Yes  No

**SIGN SPECIFICS**

Canopy Sign	<input type="checkbox"/>	Roof Sign	<input type="checkbox"/>
Free Standing Sign	<input type="checkbox"/>	Suspended Sign	<input type="checkbox"/>
Portable Sign	<input type="checkbox"/>	Temporary Sign	<input type="checkbox"/>
Projecting Sign	<input type="checkbox"/>	Wall Sign	<input type="checkbox"/>
Building Mounted	<input type="checkbox"/>	Illuminated?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Sign area requested: \_\_\_\_\_ sq. feet  
Proposed sign dimensions \_\_\_\_\_ ft.(length)x \_\_\_\_\_ ft. (width)

**Building- Mounted Sign:**

1. Building (store, unit) Frontage \_\_\_\_\_ linear feet
2. Facade on which the sign is to be installed:  
Front \_\_\_\_\_ Rear \_\_\_\_\_ Left Side \_\_\_\_\_ Right Side \_\_\_\_\_
3. Number of existing building- mounted signs at this location: \_\_\_\_\_
4. Total square footage of all other existing building- mounted signs at this location: \_\_\_\_\_ sq. ft.
5. Number of existing building- mounted signs to be removed: \_\_\_\_\_ Sign area to be removed \_\_\_\_\_ sq. ft.

**Freestanding sign:**

1. Height above grade: \_\_\_\_\_ feet \_\_\_\_\_ inches
2. Depth of sign: \_\_\_\_\_ feet/inches
3. Degree of separation between the faces of a "V" shaped sign \_\_\_\_\_ degrees
4. Distance separating the leading edge of the sign from the nearest property line \_\_\_\_\_ feet

**FLAGPOLE/ FLAG**

Flagpole Hight: \_\_\_\_\_ ft. \_\_\_\_\_ inches

Number of flagpoles: \_\_\_\_\_

Type of flag/flags: \_\_\_\_\_

I hereby certify that I have authority to make this application and to the truthfulness of the information in the application and that if any of the information provided is incorrect, the Building/Zoning Permit may be revoked. I certify that in accordance with Section 506 of the Town of Pulaski Code, regarding signs, that I am responsible for any and all complacency. If the permit is issued wrongfully, whether based on misinformation or an improper application of the Code, the Building/Zoning Permit may be revoked. By signing this application I am hereby certifying that I am re-sponsible for conveying all information relevant to this application including Building, Zoning, E&S Control Codes and all other applicable codes to the property owner and/or contractor.

Signature of Applicant \_\_\_\_\_ Printed Name of Applicant \_\_\_\_\_ Contact Phone # \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only**

Tax Map# \_\_\_\_\_ Parcel ID: \_\_\_\_\_ Zone: \_\_\_\_\_ Acreage: \_\_\_\_\_

Zoning Statement: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot#: \_\_\_\_\_ Section: \_\_\_\_\_

Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Left: \_\_\_\_\_ Right: \_\_\_\_\_ Height: \_\_\_\_\_

Remarks: \_\_\_\_\_

Approved by: C.B.O. \_\_\_\_\_ C.Z.A. \_\_\_\_\_ Approval date: \_\_\_\_\_

**Town of Pulaski**  
**STATEMENT OF CONTRACTORS**

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**MECHANICS LIEN AGENT (if applicable)**

Business Name: \_\_\_\_\_ Phone # \_\_\_\_\_  
Business Address: \_\_\_\_\_

**GENERAL CONTRACTOR**

Name: \_\_\_\_\_ Phone # \_\_\_\_\_  
Address: \_\_\_\_\_ Zip \_\_\_\_\_  
Virginia Contractor's License Number \_\_\_\_\_

**ELECTRICAL CONTRACTOR**

Name: \_\_\_\_\_ Phone # \_\_\_\_\_  
Address: \_\_\_\_\_ Zip \_\_\_\_\_  
Virginia Contractor's License Number \_\_\_\_\_

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**OWNER'S AFFIDAVIT (Only fill out if you are the owner and doing the work yourself)**

I, \_\_\_\_\_, of \_\_\_\_\_ (Current Address) affirm that I am the owner of a certain tract or parcel of land located at: \_\_\_\_\_ and that I have applied for a building permit. I affirm that I am familiar with the prerequisites of Section 54.1-1111 of the Code of Virginia and I am not subject to licensure as a contractor or subcontractor.

\_\_\_\_\_  
**Signature of Owner**

\_\_\_\_\_  
**Date**

**§ 54.1-111. Prerequisites to obtaining building, etc., permit.** Any person applying to the building inspector or any other authority of a county, city, or town in this Commonwealth, charged with the duty of issuing building or other permits for the construction of any building, highway, sewer, or structure, or any removal, grading or improvement shall furnish prior to the issuance of the permit, either (i) satisfactory proof to such inspector or authority that he is duly licensed or certified under the terms of this chapter to carry out or superintend the same, or (ii) file a written statement, supported by an affidavit, that he is not subject to licensure or certification as a contractor or subcontractor pursuant to this chapter. The applicant shall also furnish satisfactory proof that the taxes or license fees required by any county, city, or town have been paid so as to be qualified to bid upon or contract for the work for which the permit has been applied.

It shall be unlawful for the building inspector or other authority to issue or allow the issuance of such permits unless the applicant has furnished his license or certificate number issued pursuant to this chapter or evidence of being exempt from the provisions of this chapter.

The building inspector, or other such authority, violating the terms of this section shall be guilty of a Class 3 misdemeanor. (Code 1950 § 54-138; 1970, c. 319; 1980, c. 634; 1988, c. 765; 1990, c. 911; 1991, c. 151; 1992, c. 713; 1995, c. 771; 1998, c. 754.)

**Cross references.** As to punishment for Class 3 misdemeanors, see § 18.2-11.