



Loudoun County, Virginia

**Department of Building and Development
Zoning Permits Division**

1 Harrison Street, S.E., Leesburg, VA 20177-7000
Administration: 703/777-0220 Fax: 703/771-5215

November 1, 2008

Dear Brokers and Contractors,

An approved sign permit is required for the posting of all signs within Loudoun County. An annual sign permit is available for Virginia licensed real estate brokers and residential contractors. This permit covers all signs for the calendar year of the permit application for real estate agents operating under a brokerage license and for contractors using "Residential Temporary Construction Signs".

The cost of the Annual Sign Permit is \$50 per application. No graphic representation of any sign or location plan needs be submitted with the application. However, every sign posted must comply with the Loudoun County Zoning Ordinance, respective of the property zoning. Enclosed is a 2009 Annual Sign Permit Application.

2009 Annual Sign Permit Applications must be received and accepted by **March 31, 2009** in order to be eligible accompanied by a check in the amount of \$50.00, payable to County of Loudoun.

Applications may be submitted in person or by mail to:

**County of Loudoun
Department of Building & Development, MSC #60A
1 Harrison Street, S.E., 2nd Floor
Leesburg, VA 20177-7000
Attn: Permit Division**

Should you have any additional questions, feel free to contact me at (703) 777-0220.

Very truly yours,

Marsha L. Keim
Zoning Permits Manager



Loudoun County, Virginia

Department of Building and Development

Zoning Permits Division

1 Harrison Street, S.E., Leesburg, VA 20177-7000

Administration: 703/777-0220 Fax: 703/771-5522

2009 ANNUAL SIGN PERMIT APPLICATION

PERMIT FEE: \$50

DATE: _____

TYPE OF PERMIT BEING APPLIED FOR: (CHECK ONE)

- A. REAL ESTATE SIGNS / ONE PERMIT PER LICENSED BROKER _____
- B. RESIDENTIAL TEMPORARY CONSTRUCTION SIGNS _____

BROKERAGE FIRM: (PLEASE PRINT)

NAME OF FIRM _____

PHONE / FAX _____

STREET ADDRESS _____

VA BROKER LICENSE NUMBER _____

CITY _____ STATE _____ ZIP CODE _____

BROKER NAME & SIGNATURE _____

RESIDENTIAL CONTRACTING COMPANY: (PLEASE PRINT)

NAME OF COMPANY _____

PHONE / FAX _____

STREET ADDRESS _____

VA CONTRACTOR LICENSE NUMBER _____

CITY _____ STATE _____ ZIP CODE _____

OWNER NAME & SIGNATURE _____

NOTE: THIS ANNUAL SIGN PERMIT COVERS ALL SIGNS FOR THE CURRENT CALENDAR YEAR (JAN. 1 – DEC. 31). ALL SIGNS MUST COMPLY WITH REGULATIONS OF THE LOUDOUN COUNTY ZONING ORDINANCES.

ANNUAL SIGN PERMIT IS () GRANTED, () DENIED FOR BROKER / CONTRACTOR

SIGNATURE OF ZONING ADMINISTRATOR OR DESIGNEE

DATE APPROVED

PERMIT NUMBER