



Loudoun County  
Department of Building & Development  
1 Harrison Street S.E., P.O. Box 7000, Leesburg, VA 20177-7000  
(703) 777-0220 [www.loudoun.gov/](http://www.loudoun.gov/)

## Annual Sign Permit Application

Fee: \$10.00

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. The annual sign permit is valid one calendar year for "Temporary Signs" 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 \$10 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 1972 and/or 1993 Loudoun County Zoning Ordinance, respective of the property zoning.

Annual Sign Permit Applications must be received and accepted by **March 31**, of the current year in order to be eligible accompanied by a check in the amount of \$10.00, payable to County of Loudoun.

Applications may be submitted in person or by mail to:

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

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



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## Annual Sign Permit Application

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### Annual Sign Permit Application

**Annual Sign Permit Application Fee is - \$10.00**

Date \_\_\_\_\_

**Type of Sign 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 Number

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
E-Mail

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
VA Broker License Number

\_\_\_\_\_  
Broker's Name (print)

\_\_\_\_\_  
Broker's Signature

**Residential Contracting Company: Please Print**

\_\_\_\_\_  
Name Of Company

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
E-Mail

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
VA Contractor License Number

\_\_\_\_\_  
Owner's Name (print)

\_\_\_\_\_  
Owner's Signature

**NOTE: This Annual Sign Permit Covers All Signs For The Current Calender Year (Jan. 01 - Dec. 31).  
All Signs Must Comply With Regulations Of The Loudoun County Zoning Ordinances.**

#### OFFICE USE ONLY

THIS ANNUAL SIGN PERMIT IS ☐ GRANTED ☐ DENIED FOR BROKER / CONTRACTOR

\_\_\_\_\_  
SIGNATURE OF ZONING ADMINISTRATOR OR DESIGNEE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PERMIT NUMBER