

IMPORTANT ANNOUNCEMENT TEMPORARY SIGNS – COMMERCIAL PROPERTIES

April 10, 2020

Dear Customer,

The safety and well-being of residents and support for the business community is a priority during these unprecedented times.

Attempts to inform the public of services being offered are important but can also introduce hazards within our community. To that end please be aware that new or additional signs require permits to meet local ordinance regulations. These regulations are in place, so they do not become safety concerns, hazards of obstruction of sight line, or distractions for pedestrians or confusing to motorists with flashing lights, smoke or vapor emissions.

Prior to posting any building or temporary signage, please contact the Land Development Division at: Tel: 703-792-6830 or LLD@pwcgov.org. Temporary sign applications along with a sign rendering may be emailed to zoningcounters@pwcgov.org or dropped off at 5 County Complex Court, plaza side in the ZONING bin located outside.

One unilluminated “temporary sign” is allowed on a property after Zoning approval is obtained. The application for a temporary sign is found here:

<https://www.pwcgov.org/government/dept/planning/zoning/Pages/Signs.aspx>

A temporary sign may be a banner sign secured to a building facade, ground mounted, a freestanding sign, or an A-frame (portable) sign. The size of a banner sign is based on the unit (façade) length at 1.5 feet per 1 foot of unit width, 8’ height clearance, freestanding signs are allowed up to 32 square feet and 10’ in height and A-frame signs are allowed up to 16 square feet with a maximum height of 6’.

Temporary signs may be erected for 60 days. You can discuss alternatives to sign display with the Land Development Division, Zoning Branch staff. Unilluminated temporary signs do not require a building permit as they do not require foundation permanent support or electrification.

Signage affixed to operative vehicles parked at the business premises and signage located on patio type furniture, including umbrellas where allowed, are exempt from sign ordinance provisions.





Some sign types are not allowed in Prince William County because of the hazards they create. Signs that can be blown into traffic or onto pedestrians or interfere with traffic safety are prohibited. These sign types (pictured here) are, therefore, not allowed by ordinance.

Please be aware that signs that obstruct window openings, doors, fire escapes, or other signs that can confuse motorists, like flashing lights or signs that emit smoke, flames or vapor are prohibited.

Signs located in the public right of way without proper authorization will be removed if not associated with traffic controls.



We understand your need to advertise your business, now more than ever, since many businesses have converted to curbside pickup/service. There are many legal sign options available to you and we want to help you invest in legal signage that you can reuse in the future. We want you to avoid investing in a sign that is illegal and cannot be used. Please let us help by working with you on sign options.

Please contact Prince William County Land Development Division for information and assistance by calling: 703-792-6830.

Sign Ordinance information can be found here:

Municode:

https://library.municode.com/va/prince_william_county/codes/code_of_ordinances?nodeId=CH32ZO_ARTIIADPUUSUSPUNAGESTPLDEDI_PT250GEPEST_DIV2SIRE

Temporary signs:

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