

COMMONWEALTH OF VIRGINIA
APPLICATION FOR OUTDOOR ADVERTISING PERMIT

OA-105A
Rev.12/08/25

To the DEPARTMENT OF TRANSPORTATION
OFFICE OF LAND USE, OUTDOOR ADVERTISING
9120 Lockwood Blvd.
Mechanicsville, VA 23116

Date: _____

Application is hereby made for a permit to erect and maintain an advertising sign as located and described hereinafter, and in accordance with the provisions of the Outdoor Advertising Act (Sec. 33.2-1200 through Sec. 33.2-1234 of the Code of Virginia (1950), as amended).

LOCATION Route No. _____, in _____ County/Municipality situated _____ miles (North, E.S.W.) of _____ (Route, County, City or town limits, or other nearest location), with the lat./long. of _____ /- _____ and on real property owned by _____ with WRITTEN CONSENT as indicated below.

Property Owner's Phone _____.

EVIDENCE OF CONSENT TO ERECT AND DISPLAY ADVERTISING STRUCTURE OR ADVERTISEMENT (Sec. 33.2-1209)
(Either Section I or Section II is to be filled out with this application)

Section I

Dated at _____ (city/state) Date: _____

Acknowledgement is hereby made by the undersigned owner or his authorized agent of the property on which it is proposed to erect the sign described on this application, giving written consent to the applicant to erect and maintain said advertising signs.

WITNESS _____ SIGNATURE _____ (Owner)
_____ (Agent)

Section II (USE WHEN APPLICANT HAS LEASE ON FILE)

Dated at _____ (city/state) Date: _____

This applicant has in his files written evidence of the consent of the property owner, to erect the proposed sign as the location described in this application.

SIGNATURE _____

The above subscribed and sworn to before me this _____ day of _____, 20____.
My commission expires _____ Notary Public _____

Section III THE LOCAL ZONING OFFICE MUST APPROVE THE SIGN LOCATION AND COMPLETE THIS SECTION OF APPLICATION:

Zoning Classification _____ Date Zoned _____

I certify that this location is conforming, complies with all of the locality's zoning requirements, and hereby approve placement of this sign. _____
Zoning Administrator

Date _____ County/Municipality _____

Applications that do not have zoning approval will not be accepted. For sign approval in unzoned counties, please contact the Outdoor Advertising Office at (804) 786-0654.

Section IV DESCRIPTION Size: Length _____ ft.; Width _____ ft.; AREA _____ square ft.

The sign has _____ faces. Advertises _____

Illuminated Non-illuminated Electronic Message

Section V INSPECTION FEES PERMIT APPLICATION FEES

	INSPECTION FEES	Size (Sq. Ft.)	Each Face
Interstate Highways	\$50.00	0 - 74	\$ 15.00
National Highway System Highways	\$50.00	75 - 1824	\$ 30.00
Federal-Aid Primary Highways	\$50.00	1825 -	\$165.00
Other Highways	\$25.00		

FEES: Inspection \$ _____
Permit \$ _____

To submit this application online, please visit: <https://oaplusonline.vdot.virginia.gov/>
Online application submissions receive a \$5 discount fee.

OR

MAKE CHECK PAYABLE TO TREASURER OF VIRGINIA
Fees must be submitted with application by mail.

PRIOR TO SUBMITTING APPLICATION FOR PERMIT, PLACE TEMPORARY STAKES AT THE EXACT LOCATION WHERE YOU PROPOSE TO ERECT THE SIGN. It will be your responsibility to ensure that the sign structure is not on or overhanging the state right of way.

NOTE: Permit will not be extended or renewed in cases where the permittee has not exercised the privilege of erecting such advertising structure or displayed such advertisement during the calendar year for which the permit was issued (§33.2-1210). Permits issued after December fifteenth will cover the following calendar year.

This permit does not grant permission for removal or trimming of shrubs, trees, or other vegetation on the highway rights of way. Violators will be prosecuted.

A PERMIT is NOT VALID except when identification tag is attached to the sign or structure. When the sign is owned by a PERMITTED OUTDOOR ADVERTISER, it shall also bear its name.

AN OUTDOOR ADVERTISING SIGN MUST NOT BE ERECTED UNTIL A PERMIT IS ISSUED FOR IT.

This permit expires on December 31 following date of issue and must be renewed within thirty days. Permit renewal instructions will be mailed or emailed annually. Fees for the renewal of permits using the Department's electronic application renewal process shall be reduced by \$5 for each permit being renewed.

SIZE OF SIGN: The area shall be measured (inclusive of any border and trim, but excluding ornamental base or apron supports and other structural members) by the smallest square, rectangle, triangle, circle or combination thereof which will encompass the entire advertisement.

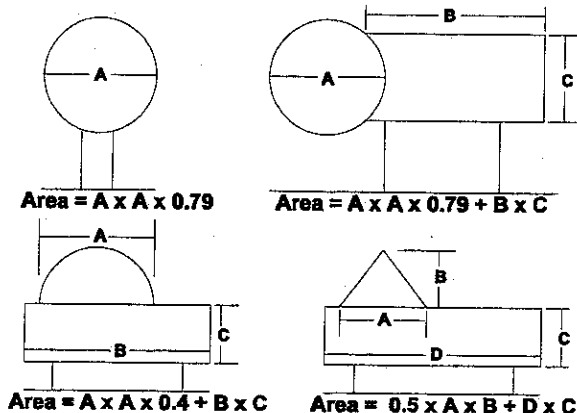
SPACING OF STRUCTURES: Interstate Highways and Freeways on the National Highway System or Federal-Aid Primary System as that system existed on June 1, 1991:

No two structures shall be spaced less than 500 feet apart. At the intersection of any Interstate Highway and any other highway, no structure shall be permitted within 500 feet from any point of ingress to or egress from the Interstate Highway.

National Highway System or Federal-aid Primary System

Highways: Inside counties, no two structures shall be spaced less than 300 feet apart. Inside Municipalities, no two structures shall be spaced less than 100 feet apart.

Sketch of Sign



For Directional and other official signs and notices, please refer to §§24VAC30-122-100 through 24VAC30-122-150 when completing this application. For questions regarding directional and official signs and notices, please contact the Outdoor Advertising Office at (804) 786-0654.

Section VI To Be Completed by Applicant

Name of Business or Individual: _____
(Owner/Agent)

Signed: _____ Print Name: _____

Address: _____

Phone: _____ Email: _____

This structure is owned by: _____

(FOR OFFICE USE ONLY)

Locality _____ Route _____

Permit No. _____

Latitude _____ Longitude _____

Date _____