

GENERAL REQUIREMENTS

Commercial signs must meet zoning requirements and typically require zoning and/or building permit approval. Common sign guidelines are provided on this document, additional sign types and requirements can be found in [Zoning Ordinance Article 4](#).

COMMON SIGN TYPES REQUIRING PERMITS

Building Permit Required	Freestanding Signs (Sec. 130-126(a)(1))	
	Location	- One per street frontage - Setback from street at least half the height of the sign
	Max Area	- 50 SF per street frontage - 75 SF, if two permitted freestanding signs are consolidated into one sign
	Height	- 25' from grade - Within buffer area – 10' monument style
	Wall Signs (Sec. 130-126(a)(2))	
	Location	- Each building that faces a street or contains a public entrance
	Max Area	- Within 45' of street – 1 SF / LF of building face - More than 45' from street – 1.5 SF / LF of building face - Entrances not on a street – 25 SF - Within shopping centers – 25 SF per occupant or 1.5 SF / LF of occupant's building face, if larger
	Projecting Signs (Sec. 130-126(a)(3))	
	Location	- One per lot or building frontage per occupant - Over public property: No more than 6' beyond the building face with minimum 2' to the curb and 8' above sidewalk or ground - Over private property: No more than 6' beyond the building face and 8' above sidewalk or ground. Minimum 12' clearance over vehicle travelways
	Max Area	- 24 SF
Zoning Permit Required	Portable ("A" Frame) Signs* (Sec. 130-126(c))	
	Location	- One per street frontage, maintaining sight distance and minimum five-foot walkway
	Max Area	- 15 SF
	Height	- 4'
	Banner Signs (Sec. 130-126(d))	
	Location	- Against a building wall - Suspended between canopy support columns, maintaining >8' clearance above grade
	Max Area	- One half of the maximum permitted wall sign area
	Duration	- Temporary: 14 days in any calendar month – monthly permit required

SF = square feet LF= linear feet

*Portable signs in the Downtown Arts & Tourism District do not require a permit.

EXAMPLE SIGN TYPES REQUIRING PERMITS



Sign applications can be found online at:

www.manassasva.gov/development

Contact Planning & Development at (703)257-8278 with questions and for supplemental requirements within the Historic District.

SIGNS NOT REQUIRING A PERMIT

Window Signs (Sec. 130-129(f))	
Max Area	≤25% of the total transparent area of windows/doors on the building wall
Multi-Occupant Signs (Sec. 130-129(c)(2))	
Location	- Shopping centers and multi-building complexes
Requirements	- Not more than 4' in height - Sign letters may not exceed 4" if ≤45' from street or 8" if >45' from street
Commercial Flags (Sec. 130-130)	
Location	- Setback at least the height of the flag
Requirements	- B-3 zoning district: 2 entrance flags up to 12 SF each - All other zoning districts: 1 flag per business ≤50 SF
Minor Signs (Sec. 130-129(c)(3))	
Max Number	- Two (2) signs
Requirements	- Wall signs may not exceed 3 SF in sign area - Freestanding signs may not exceed 3' in sign area or 4' in height and must be placed at least 25' apart
For Sale/Rent or Contractor Signs (Sec. 130-129(e))	
Max Area	- 4 SF for single family residential - 18 SF for all other residential, non-residential or mixed use
Temporary Signs in Right-Of-Way (Sec. 102-44(b))	
Location	- One per block, along the road shoulder/curb only. Not in medians or mounted on utility poles.
Max Number	- 4 without a permit (up to 20 with a permit)
Max Area	- 3 SF
Duration	- Weekends only (12 p.m. on Friday – 12 p.m. on Monday)
Portable Signs ("A" Frame) in the Downtown Arts & Tourism District (Sec. 102-44(c))	
Location	- 1 per business, located in front of the business during hours of operation - Maintain 5' pedestrian travelway and meet sight distance requirements
Max Area	- 6 SF
Max Height	- 3'

PROHIBITED SIGNS (Sec. 130-128)

- Signs painted or affixed to rock, vegetation, or natural features
- Vehicle or trailer signs
- Signs more than 25 feet in height
- Signs hanging from supports, except against the face of a building
- Signs that move or display flashing, scrolling, or intermittent lights
- Illuminated tubing or string of lights
- Signs that emit sound, smoke, flame, scent, mist, aerosol, liquid, or gas
- Strings of flags
- Signs on a roof or extending above the roofline of a building or parapet wall
- Offsite signs, outdoor advertising signs, or billboards
- Inflatable signs

COMMON SIGN VIOLATIONS

