



Corporation of Harpers Ferry

Listed on the National Registry of Historic Places

1000 Washington Street • PO Box 217 • Harpers Ferry, WV 25425

304-535-2206

SIGN PERMIT APPLICATION

1. Property Owner(s) Information:

First Name: _____ Last Name: _____
First Name: _____ Last Name: _____
Company Name (if applicable): _____
Mailing Address: _____ Apt/Ste #: _____
City/Town: _____ State: _____ Zip: _____
Cell Phone #: _____ Other Phone #: _____
Email: _____

2. Applicant Information:

First Name: _____ Last Name: _____
First Name: _____ Last Name: _____
Company Name (if applicable): _____
Mailing Address: _____ Apt/Ste #: _____
City/Town: _____ State: _____ Zip: _____
Cell Phone #: _____ Other Phone #: _____
Email: _____

3. Business or Organization:

Business Name: _____
Contact Person: _____
Mailing Address: _____ Apt/Ste #: _____
City/Town: _____ State: _____ Zip: _____
Cell Phone #: _____ Other Phone #: _____

4. Permit Type Requested: Permanent Temporary

5. Sign Type Requested:

- Identification Sign** – pertains to name, purpose and conduct of business
- Information Sign** – pertains to operations or access information
- Merchandise Sign** – describes the articles for sale or type of service

6. The number of existing permanent signs for this establishment include:

- Identification Signs** (maximum one per frontage with customer entrance)
- Information Signs** (maximum 3 total)
- Merchandise Signs** (maximum 2 total)

Application Number: _____

Rev. 1-2026

I hereby certify that (1) I am the owner or that I have the authority of the owner to make application, (2) I have read and understand the accompanying instructions, (3) the information given is correct and (4) all provisions of state and municipal laws and ordinances governing this application will be complied with, whether specified herein or not. I understand that (1) town staff may visit and photograph the subject property, (2) perform reasonable site inspections as required to determine compliance, and (3) that this application, including all submitted documents and staff photos relating to this application, is public information and can be made available upon request. Further, I understand that any deviation from the application as requested shall require the express written approval of the Code Enforcement Officer or the Mayor's designee.

Signature of Applicant

Date

Signature of Applicant

Date

For Official Use Only

Date Received _____ Received By: _____

Fees Paid _____ Receipt Number _____

Deposits Paid _____ Receipt Number _____

Conditions of Approval: _____

_____Rational for Denial _____

CODE
ENFORCEMENT
OFFICER APPROVAL
STAMP

Application Number: _____

Rev. 1-2026

FEE SCHEDULE

Application Fee..... \$ 25.00
Payable to the Corporation of Harpers Ferry

SUPPORTING DOCUMENTATION

The following are required for all Sign Permit Applications unless waived by the Code Enforcement Officer:	Provided
Plans showing all dimensions (maximum 6 square feet for Identification or Merchandise signs, 3 square feet for Information signs), the shape, material, character, lettering style, colors, design, full text and exact location proposed.	<input type="checkbox"/>
Elevation Drawing is required if sign is not located flat against an exterior building wall. Must include details as to material, height, shape and location of the standard, pole, bracket or other support to which the sign will be attached. No sign shall be hung so that its bottom is less than 7 feet above a pedestrian throughway.	<input type="checkbox"/>
Lighting Plan showing number (maximum 2), lumens (maximum 820) and placement of lights used to illuminate the sign.	<input type="checkbox"/>

For Official Use Only

Authorized Town Official (person granting the waivers shown above)

Name _____

Title _____

Signature _____

Date _____

Application Number _____

Rev 1-2026