



TOWN OF DUMFRIES
17755 Main Street / P.O. Box 56
Dumfries, Virginia 22026
Tel. (703) 221-3400 / Fax (703) 221-3544
Website: www.dumfriesvirginia.org

**FREQUENTLY ASKED QUESTIONS (FAQ's)
REGARDING ZONING PERMITS/APPLICATIONS**

Q: Do I need a permit to install a fence?

A: Yes, if the fence is over (4) feet high. No fence over eight (8) feet high is permitted. You need to complete a building permit application and provide a recent survey/plat of your property with the fence drawn on it. The Town's building permit application can be downloaded from the website.

Q: Do I need a permit for a shed?

A: Yes, if the shed is greater than 150 square feet in size you need a building permit. Regardless of the size of the shed, however, you need to provide the Zoning Administrator with information as to where the shed will be located on your property. A recent survey/plat of your property with the shed drawn to scale is required.

Q: Do I need a permit for installing a sign?

A: Yes, in most cases. A business must obtain a permit for a wall or free-standing sign. In addition, a permit for a temporary sign or banner must be obtained for signs advertising a grand opening or special sale. The Town's building permit application has a section for signs. If the business is located in the Town's Historic Overlay District, in addition to a sign permit, a Certificate of Appropriateness application has to be approved by the Town's Architectural Review Board.

Q: Do I need a permit for a deck?

A: Yes. A building permit is required and the Zoning Administrator must review the application to verify that the location and size of the deck conforms to the Town's zoning regulations.

Q: What do I need to do if I am making improvements to a building located in the Town's Historic Overlay District?

A: If the work involves improvements to the exterior of a building in the Historic District or involves demolition or moving of an existing building or constructing a new building, a Certificate of Appropriateness application must be submitted to the Town's Architectural Review Board for review and approval. In addition, if a commercial sign is erected on your property, a Certificate of Appropriateness



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application has to be submitted. The application can be downloaded from the website.

Q: *Are there other zoning forms or applications that must be filed with the Town?*

A: Yes, depending on the nature of what is being requested there are additional forms that can be downloaded from the website. These include the following:

Conditional Use Permit Application
Rezoning Application
Variance/Appeal Request Application
Text Amendment Application

Note: For further information regarding when a permit is required, please contact the Zoning Administrator or the Building Official at Ph.# (703) 221-3400.