



<i>OFFICE USE ONLY</i>	
FILE #:	_____
FILE NAME:	_____
RECEIVED BY:	_____
FEE PAID:	_____ CHECK/CASH: _____
DATE SUBMITTED:	_____

SIGN PERMIT APPLICATION

(Applications submitted without ALL of the required information will be denied)

****It is unlawful to erect any sign prior to approval and permit issuance****

PROJECT INFORMATION								
Business Name:								
Business Contact:								
Address:								
Phone Number:								
E-mail:								
Zone:	DB	C1	C2	C3	C4	M1	M2	Other
Circle one above (leave blank if unknown) ▲								
CONTRACTOR INFORMATION								
Company Name:								
Address:								
City:			State:			Zip:		
Phone:			Fax:			E-mail:		
License #:								
PROPERTY OWNER <input type="checkbox"/> (Check if same as Business Contact)								
Name:								
Address:								
City:			State:			Zip:		
Phone Number:				E-mail:				
DESCRIPTION OF WORK								
Wall Sign	Temporary Sign Valid for 30 Days <small>Types: Banner, Stake Sign, Balloon</small>	Ground Sign	Awning Sign	Projecting Sign	Billboard <u>LED</u>	Other		
			Window Sign					
Circle one above ▲								
Cost of Sign:								
Material of sign (circle one):		Wood			Metal		Other	

Building and Inspections Department

3667 Main Street, College Park, Ga. 30337 - Phone (404) 669-3762 - Fax (404) 669-4608



- There must be **three (3)** sets of accurately scaled drawings of the plans, contents, specifications, and method of construction and attachment to the building or the ground for the sign as well as a scaled drawing of the site showing drives, structures any other significant site features.
- Drawing must display position of the sign in relation to nearby buildings or structures, property lines and other signs located on the lot.
- There must be written consent of the owner of the building or lot upon which the sign is to be erected.
- All sign permit applications shall be reviewed within thirty (28) days of the submission date.

SIGN PERMIT CHECKLIST (checklist is required with application)

- All required information filled out on application
- Approval letter from the owner of the building

Set of plans to include the following:

- Three (3) scaled drawings
- Materials of sign
- Show length and width of sign structure
- Indicate method of illumination, if applicable
- Written list describing all other signs located on the property indicating sign type, size, and placement

*****Sign elevation plans must show the position of the sign in relation to nearby buildings or structures, property lines and/or other signs located on the lot or building.***

*****All signs must have exact proposed wording with sign elevation plans.***

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Applicant Signature _____ Date: _____

Development Comments for Sign Permit Application

Address for location of proposed sign:

Name:

Date:

Department:

Comments:

Office Use

Approval/ Denial _____ Date _____

Comments:

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