

SIGN PERMIT APPLICATION AND INSTRUCTIONS

Note: In general, new businesses moving in to an existing tenant space, must have an application for a City business license on file prior to application for a business sign. Banners may not be used for permanent signs. See rules for Temporary Signs below. Copies of the Sign Ordinance are available at City Hall or on the Internet.

Requirements for Application Review

The applicant must submit a completed Sign Permit Application form for each sign to be installed or erected, detailing the type and purpose of the sign, value of the sign, location (street address), area of sign, setback, and building/road frontage. Information on the tenant, property owner and sign contractor must be provided.

The following documents or information must be submitted with the application form for permanent signs:

- A. The **written consent of the property owner** or his agent granting permission to place the sign. Must be on letterhead or contain the name, address, city/state/zip and phone number of the owner.
- B. For a **ground sign**, a **dimensioned site plan** must be provided showing the setback and location of the sign on the property, street orientation and property lines. Only monument signs are permitted with a maximum height of 8 feet (as measured from ground to top of sign). Maximum allowed area of the sign is based on road frontage. The measurement of the sign area includes a the base, which must be constructed of brick, stone or stucco. Footings must be detailed

For a **wall sign**, an **elevation of the wall face** must be provided showing the location of the sign and dimensions of the building/storefront. Maximum area is 1 sq. ft. per linear foot of building/store frontage.

- C. **Sketches or prints drawn to scale showing all pertinent information, such as:**
 - Foundation/footing and structural details for ground signs (concrete, rebar, anchors, etc.)
 - Materials and colors (sign face, framing, base, etc.)
 - Mounting materials for wall signs + attachment hardware (i.e., type, size, number, length, spacing)
 - Electrical detail for illuminated signs (must meet NEC Article 600 - electrical permit required)
 - Other information as may be requested by the Permits Department
- D. **Copies of the certificate of liability insurance coverage and current Georgia Business License** of the sign contractor/installer and **U.L. Certification** of the sign manufacturer for illuminated signs.

All illuminated signs must be wired by a licensed electrician. An electrical permit and inspection required. Signs and lighting systems shall be marked with the manufacturer's name, trademark, input voltage and current rating. Inspections are required on all footings and foundations.

The Building Inspector will review all plans submitted. If approved, the applicant will be contacted to make payment and obtain the permit sticker. Sign permit fees are set from time to time by the City Council.

Fee: Wall signs: \$50 for 1-50 sq.ft.; \$100 for 51-100 sq.ft.; \$200 for 101 - 200 sq.ft. (max)

Fee: Ground signs: \$100 for monument 40 sq.ft. or less; \$200 for monument 41-64 sq.ft. (max)

TEMPORARY SIGNS

Banners are permitted only as temporary signs for special business promotions. Maximum allowed size is 32 sq. ft. Streamers, pennants, festoons, flags (except American Flag) and air or gas-filled balloons or other devices are prohibited. Searchlights and high flying balloons and similar devices are prohibited. Only one sign or device is permitted per lot. Business promotion banners can be permitted for up to 16 consecutive days max.

No such special permit may be issued at the same location at less than four-month intervals. All signs or advertising devices must be set back at least 10 feet or out of the right-of-way, whichever is greater. Ground signs may not be higher than 6 feet. Banners may not be on a roof. **The fee for a temporary sign is \$25.**

Applicants must complete the sign application form and provide drawings showing the location, dimensions and wording of the sign.

GENERAL REQUIREMENTS AND SIGN REGULATIONS

Number of signs per business:

Single tenant buildings are permitted to have one principal wall sign and one ground sign per road frontage with a curb cut. Multi-tenant buildings are permitted one principal sign per storefront and sometimes a panel on a directory sign. Only one ground/directory sign is allowed for multiple building properties or buildings with multiple tenants. Sign design must meet the standards of the property owner and have the owner's approval.

Restrictions (summary):

- Wall signage is calculated at 1 square foot per one linear foot of store or building frontage at street level.
- Freestanding signs must be monument signs, no higher than 8 feet with a base and landscaping.
Maximum area is 40 sq.ft. for lots with less than 200' road frontage and 64 sq.ft. for lots with over 200'.
- Window signs may not exceed 10 percent of the window area with individual signs no larger than 2 sq. ft.
- Swinging or projecting signs may not exceed 16 sq. ft.
- Setback for freestanding sign is 10 feet from curb or behind the right-of-way, whichever is greater.
- Signs may not obstruct a clear view from any public road.
- No illuminated sign shall create a hazard for motor vehicle or air traffic nor be constructed within 75 feet of any single-family dwelling.
- All signs must be maintained in good condition. The Building Inspector may order any sign removed that shows signs of neglect.
- The permit decal must be visibly displayed on the sign.**

Prohibited Signs:

- Swinging or projecting sign, unless approved by the Building Inspector.
- Signs on public rights-of-way.
- Signs which imitate an official traffic signal or sign.
- Electronic signs, unless they meet the conditions stipulated in the Sign Ordinance.
- Flashing, blinking or varying light intensity signs; animated signs.
- Series, lines or rows of electric, neon or other lights.
- Roof signs, nor wall signs extending above the roof line.
- Pole, pylon or stanchion signs.
- Sidewalk, sandwich or curb-type signs.
- Portable signs, trailer signs or vehicles used only for the purpose of advertising.
- Visibly exposed neon tube letters, signs or strips of light.
- Signs on trees, curbs, utility poles and natural features.

CAREFULLY READ ALL INSTRUCTIONS!
Incomplete applications will not be accepted.

APPLICATION FOR SIGN PERMIT CITY OF CHAMBLEE

- PERMANENT
 OFF-PREMISES
 TEMPORARY (EXPIRES _____)

PERMIT NUMBER: _____

APPLICATION DATE: _____

The undersigned hereby applies for a permit to erect a sign according to all regulations specified in the Sign Ordinance of the City of Chamblee (Appendix A, Article XIII). All electric work must be UL listed or the equivalent and installation must meet current NEC Article 600 requirements. All signs classified as "Off Premises" shall be approved by the Mayor and City Council.

NO SIGN OR PART OF A SIGN MAY ENCROACH ON ANY PART OF THE RIGHT-OF-WAY OF STATE, COUNTY OR CITY.

SIGN ADDRESS: _____

PHONE NUMBER: _____

TENANT/BUSINESS: _____

BUSINESS LICENSE #: _____

BUSINESS OWNER'S NAME: _____

PROPERTY OWNER

NAME: _____

PHONE NUMBER: _____

ADDRESS: _____

(Written permission of the property owner must be attached)

CONTRACTOR INFORMATION

SIGN CONTRACTOR: _____

BUSINESS LICENSE #: _____

STREET ADDRESS: _____

CONTACT PERSON: _____

PHONE NUMBER: _____

(Copy of Business License, Certificate of Liability Ins. and U.L. Certification for contractor/mfg must be attached)

DESCRIPTION OF SIGN

TYPE OF SIGN: _____

SINGLE FACE

DOUBLE FACE

SIZE _____ AREA: _____ SQUARE FEET VALUE OF SIGN \$: _____

SINGLE TENANT BUILDING

MULTI-TENANT BUILDING

SETBACK: _____ FEET

BLDG/STORE FRONTAGE: _____ LINEAR FT.

ROAD FRONTAGE: _____ LINEAR FT.

Attach site plan for ground sign or elevation drawing for wall sign

Attach details of foundations, footings, materials, colors, mounting hardware, electrical, engineering calculations (if needed)

LIGHTING

INTERNAL EXTERNAL NONE

TYPE: INCANDESCENT

FLORESCENT

NEON

HID

****Do not proceed with wiring until electric permit is issued!**

NOTES:

For ground signs - footing/foundation must be inspected prior to installation

For illuminated signs - licensed electrician must obtain permit and have connection inspected, proper disconnects required

Applicant responsible for repairing any damage to sidewalks, streets, alleys, pipe lines, buildings, etc.

DECAL MUST BE PLACED IN LOWER RIGHT HAND CORNER OF SIGN

Applicant agrees to indemnify and hold harmless the City and its Inspectors for any damages caused by this sign.

SIGNATURE OF APPLICANT (Circle: Tenant - Contractor - Owner)

FOR OFFICIAL USE ONLY

REVIEWED BY: _____

ISSUED BY: _____

DATE: _____

PERMIT FEE \$: _____

DATE PAID: _____

CHECK #: _____

CASH