

**APPLICATION FOR PERMANENT SIGN PERMIT
CITY OF CHAMBLEE
770/986-5024**

APPLICATION DATE: _____

PERMIT # _____

Separate application form needed for each sign

The undersigned hereby applies for a permit to erect a permanent sign according to all regulations specified in the Sign Ordinance of the City of Chamblee (Chapter 94, Appendix A, Article XIII).

All illuminated signs must be UL listed or the equivalent and installation must meet current NEC Article 600 requirements.

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

SIGN ADDRESS: _____

PARCEL ID#: _____

TENANT/BUSINESS: _____

PHONE NUMBER: _____

BUSINESS OWNER'S NAME: _____

BUSINESS LICENSE #: _____

SIGN CONTRACTOR: _____

(Copy of Business License, Liability Insurance and U.L. Certification must be attached)

STREET ADDRESS: _____

CITY/STATE/ZIP: _____

BUSINESS LICENSE #: _____

CONTACT PERSON: _____

PHONE NUMBER: _____

(Written approval of the property owner must be attached)

PROPERTY OWNER: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBER: _____

DESCRIPTION OF PROPOSED SIGN – see Instruction sheet for details/requirements

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

Attach details of foundations, footings, materials, colors, mounting hardware, electrical, engineering calculations

_____ BUILDING SIGN _____ GROUND SIGN _____ SINGLE FACE _____ DOUBLE FACE

SIGN STYLE: _____ SIZE: _____ x _____ AREA: _____ SQUARE FT.

TOTAL BUILDING SIGNAGE (EXISTING + PROPOSED) including principal sign, miscellaneous building signs and incidental signs:

FRONT _____ SQ.FT. SIDE 1 _____ SQ.FT. SIDE 2 _____ SQ.FT. REAR _____ SQ.FT.

BLDG/STORE FRONTAGE: _____ LINEAR FT. ROAD FRONTAGE: _____ LINEAR FT.

SETBACK FROM: CURB _____ FEET R.O.W. _____ FEET _____ SINGLE TENANT BLDG. _____ MULTI-TENANT BLDG.

ILLUMINATION: ___ INTERNAL** ___ EXTERNAL** ___ NONE ****Do not proceed with wiring until electric permit is issued!**

** TYPE OF LIGHTING: ___ INCANDESCENT ___ FLORESCENT ___ NEON ___ LED OTHER: _____

NOTES:

VALUE OF SIGN: \$ _____

For ground signs – the footing/foundation must be inspected prior to installation.

For illuminated signs** - a licensed electrician must obtain a permit and have the connection inspected; proper disconnects are required.

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

DECAL MUST BE PLACED IN VISIBLE LOCATION ON SIGN FACE/STRUCTURE

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

SIGNATURE (Circle: Tenant/Business – Sign Contractor – Owner/Agent)

REVIEWED BY: _____

PERMIT FEE: \$ _____ Date Paid: _____

ISSUED BY: _____

Ck# _____ Cash _____ Credit Card _____