



Sign Permit Application Checklist Review

TYPE:

- Wall Sign
 Menu Board
 Miscellaneous Wall Sign
 Ground/Freestanding Sign
 Entrance Sign

_____ Application complete, signed, and dated.

_____ A signed Owner Permission Affidavit or his agent is attached to the application

_____ **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 submitted with the application.

_____ Single tenant building permitted? One principal wall sign and one ground sign per road frontage with a curb cut.	_____ Multi-tenant building? One principal sign per storefront or building and one tenant panel ground sign per road frontage with a curb cut. Approved Master Sign for planned centers or Planned Unit Development attached.
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Freestanding Signs

_____ Monument includes a **dimensioned site plan** provided showing the setback and location of the sign on the property, street orientation and property lines.

_____ Monument sign base must be of brick, stone or stucco

_____ A two foot landscaping bed at the base of the sign.

_____ The base cannot be narrower than the sign face.

_____ A street address or street address number is required on all monument signs.

_____ Monument signs are a maximum height of 8 feet (as measured from ground to top of sign).

_____ Max size is 40 sf. for properties with less than 200' road frontage; 64 sf. for properties with over 200'.

_____ The freestanding sign is located between 10' and 20' of the driveway entrance

_____ Maximum allowed area of the sign is based on road frontage with a curb cut

Building/Wall Signs

_____ Wall sign includes elevation of the wall face

_____ The location of the sign and dimensions of the building/storefront.

_____ Building signage, the maximum allowance is calculated at 1 sf per 1 linear foot of store or building frontage at entrance level.

_____ The aggregate total square footage, including the principal sign and any miscellaneous or incidental signs, shall not exceed the signage allowance

_____ Window signs cannot exceed 20 percent of the window area with individual signs no larger than 8 sf.

Sketches or prints drawn to scale showing all pertinent information, such as:

- Foundation/footing and structural details for ground signs (concrete, rebar, anchors, welds, etc.)
- Materials and colors (sign face, cabinet framing, base, etc.)
- Mounting materials for wall signs + attachment hardware (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 City. The sign must meet the requirements of Chapter 16 of the International Building code which includes provisions for dealing with wind, snow, seismic, and other factors. As a result, on a case by case basis, such calculations as wind load will be required.

Prohibited Signs - See UDO Section 260-3 for the full list, but include the following:

- Swinging or projecting sign, unless approved by the Building Inspector.
- Signs on public rights-of-way; signs on trees, curbs, utility poles and natural features.
- Flashing, blinking or varying light intensity signs; animated signs.
- Series, lines or rows of electric, neon or other lights on a building or sign.
- Roof signs, nor wall signs extending above the roof line.
- Pole, pylon or stanchion signs.
- Portable signs, trailer signs or vehicles used only for the purpose of advertising.