



**City of Atlanta**  
**Office of Buildings – Zoning Division**  
 55 Trinity Avenue, Suite 3900  
 Atlanta, Georgia 30303  
 Phone: 404-330-6175

## SIGN PERMIT APPLICATION

**Please Note:** This application must be accompanied by two (2) copies of accurately scaled business street front elevations, scaled sign renderings and a site plan for freestanding signs. Applications for Billboard signs shall be required to provide a signed sealed survey from a Georgia registered land surveyor.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Application Number: \_\_\_\_\_

Estimated Cost: \$ \_\_\_\_\_ Zoning District: \_\_\_\_\_

Site Address: \_\_\_\_\_

<u>Business Owner</u>	<u>Sign Erector</u>
Name: _____	Name: _____
Address: _____	Address: _____
City: _____ State: _____	City: _____ State: _____
Contact Number: _____	Contact Number: _____
Business License #: _____	Email: _____
	Business License #: _____

### GENERAL SIGN INFORMATION

Distance above public sidewalk: \_\_\_\_\_ ft. Projection over public sidewalk: \_\_\_\_\_ ft.

Size of Sign: \_\_\_\_\_ sq. ft. Height of Sign: \_\_\_\_\_ ft. Width of Sign: \_\_\_\_\_ ft.

Liability Insurance Policy Submitted:  Yes  No

How is the sign secured:

### TYPE OF SIGN

<b>Business Sign:</b> ( <input type="checkbox"/> Existing / <input type="checkbox"/> New)	<b>Billboard Sign:</b> ( <input type="checkbox"/> Existing / <input type="checkbox"/> New)
<input type="checkbox"/> Freestanding <input type="checkbox"/> Monument <input type="checkbox"/> Wall	<input type="checkbox"/> Changing Sign <input type="checkbox"/> Projecting
<input type="checkbox"/> LED <input type="checkbox"/> Flashing <input type="checkbox"/> Ext. Illuminated	<input type="checkbox"/> Banner <input type="checkbox"/> Interior Window
<input type="checkbox"/> Institutional <input type="checkbox"/> Portable <input type="checkbox"/> Building Signature Sign	
<input type="checkbox"/> Structural Plan <input type="checkbox"/> Internally Illuminated	UL#(s): _____

Zoning Comments: \_\_\_\_\_

Zoning Inspector Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Traffic Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Other Approval: \_\_\_\_\_ Date: \_\_\_\_\_

State of Georgia

County of \_\_\_\_\_

Please Note:  
\*\*\*An ELECTRICAL PERMIT is required for ALL illuminated signs\*\*\*

**SIGN AFFIDAVIT**

Personally Appeared: \_\_\_\_\_

Who on oath says that he/she is the applicant for the Building Permits at the location(s) listed below and that all statements are true to the best of his/her knowledge and that the work to be performed is authorized by the owner.

Locations:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
Date

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public seal and signature

State of Georgia

County of \_\_\_\_\_

Please Note:

**\*\*\*An ELECTRICAL PERMIT is required for ALL illuminated signs\*\*\***

## AFFIDAVIT CONCERNING SIGN LIGHTING INTENSITY

This affidavit is given for the purpose of acknowledging that the undersigned, as Applicant or agent for the owner of the real property upon which the sign is to be located, the owner of the sign equipment and/or any and all parties who have a financial interest in the approval of the application (“Interested Person”) that all such Interested Persons are on notice the sign for which this application has been submitted must meet the standards of the Atlanta City Code (the “Code”) with respect to the intensity of the lighting which is used as part of the sign or to otherwise illuminate the sign

Personally appeared before the undersigned officer duly authorized by law to administer oaths, \_\_\_\_\_, who after first being duly sworn, states the following:

1.

The Applicant agrees to accept sole responsibility to inform all Interested Persons that they are required to install a sign that meets the sign lighting requirements of the City Code of Atlanta whether such regulations are contained in the Zoning Code or other Interested Parties that it is their responsibility to understand the requirements of the regulations. By signing this Affidavit, I state that I am acting as an agent for all Interested Parties and with their specific approval. I understand and acknowledge that agent of all Interested Parties and that the City considers those persons to be bound by my signature.

2.

I acknowledge that I am required to obtain the approval of the City to install a sign and that the City is not required to investigate whether the sign for which I seek approval to install will meet the sign lighting requirements of the Code at the time that the permit to install the sign is issued. I understand and agree the approval of this Application will only allow the installation of the sign and does not approve any lighting associated therewith whether such lighting is internal to the sign or is external lighting that is to be used to illuminate the sign.

3.

I understand that if this Affidavit is signed more than one year prior to the date of issue of the permit to install the sign that the sign to be installed shall be subject to the requirements of the Code at the time that the permit to begin construction of the sign is issued. The Applicant acknowledges on behalf of all Interested Parties that it is their responsibility to monitor any proposed changes to the Code during the pendency of the Applicant in order to understand any proposed new requirements of the Code and ensure that the sign equipment to be installed is capable of meeting those regulations.

**State of Georgia**

**County of \_\_\_\_\_**

4.

I agree, within ten (10) days of installation of the sign to perform or have another perform an inspection of the sign which is the subject of the Application in order to determine the foot-candle intensity of the installed and operating sign when measured at a height of five feet above the ground at the nearest boundary of any residential district. I understand that the adjustment of the sign lighting may occur after installation in order to meet the requirements of the Code but that the sign is to be operated with respect to its lighting at all times after such adjustment has occurred.

5.

After the test which I have described, I agree to submit a notarized affidavit in the general form included with the application which states the result of the test described in this Affidavit showing that sign lighting is in compliance with the Code.

6.

I understand and acknowledge that the issuance of a building permit for the installation of the sign and the affidavit of initial compliance does not relieve the Applicant from operating the sign in a manner which causes the light emitted by the sign and or any of its associated lighting to be in compliance with the Code at all times.

FURTHER AFFIANT SAYTH NOT.

\_\_\_\_\_  
**Name (printed)**

\_\_\_\_\_  
**(Signature)**

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public seal and signature