



APPLICATION FOR PERMANENT SIGN PERMIT

APPLICATION DATE: _____ Separate application form needed for each sign

The undersigned hereby applies for a permit to erect a permanent sign in accordance with all regulations specified in the Sign Ordinance of the City of Chamblee (Unified Development Ordinance, Chapter 260). 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 Street Address: _____ Subject Property Tax ID number: 18 - ____ - ____ - ____

Tenant/Business: _____ Business Owner's Name: _____

Phone number: _____ E-mail: _____ BUSINESS LICENSE #: _____

PROPERTY OWNER (Person, Firm, Corporation or Agency): _____

Primary Contact Name: _____ **Phone:** _____ **Email:** _____

SIGN CONTRACTOR: _____ (Copy of Business License, Liability Insurance and U.L. Certification must be attached)	BUSINESS LICENSE #: _____
CONTACT PERSON: _____	PHONE NUMBER: _____
STREET ADDRESS: _____	E-MAIL: _____
CITY/STATE/ZIP: _____	

DESCRIPTION OF PROPOSED SIGN AND REMAINING EXISTING SIGNAGE – see Instruction sheet for details/requirements

- Attach site plan for a ground sign or elevation drawing for wall sign, showing where the sign will be located on the site or building, and the location of existing signage. The site plan should include total signage area calculations for the proposed and existing signs.
- Attach details of foundations, footings, materials, colors, mounting hardware, electrical and engineering calculations
- If applicable, reference an approved Master Signage Plan.

Building sign or wall mounted sign, Freestanding sign or Sign that is in conformance with an approved Master Signage Plan

Single face or Multi-face

Replacement face for new business sign or for an existing sign requiring new electrical work or structural changes. (Note that a sign permit is not required for a replacement face of an existing sign for an existing business, when no new electrical work or structural changes are required. This is considered maintenance.)

SIGN SIZE: _____ (width) x _____ (height) = **SIGN AREA:** _____ Square feet

BUILDING SIGN ONLY: Provide a calculation of TOTAL AGGREGATE BUILDING SIGNAGE AREA of all signs on the building:

FRONT _____ SQ.FT. + SIDE 1 _____ SQ.FT. + SIDE 2 _____ SQ.FT. + REAR _____ SQ.FT. = TOTAL _____ SQ.FT.

BLDG/STORE FRONTAGE: _____ Linear Feet

DISTANCE BETWEEN BUILDING WALL SURFACE AND FACE OF SIGN: _____ Inches

FREESTANDING SIGN ONLY: Parcel Road Frontage: _____ Linear Feet Single-tenant building Multi-tenant building

SETBACK OR DISTANCE FROM: Curb: _____ Feet R.O.W.: _____ Feet Nearest Other Freestanding Sign: _____ Feet

ILLUMINATION: None Internal External **If illuminated, electrical permit must be applied for prior to issuance of sign permit.**

TYPE OF LIGHTING: Incandescent Fluorescent Neon LED OTHER: _____

NOTES:

- For ground signs, the footing/foundation must be inspected prior to installation.
- Applicant is responsible for repairing any damage to sidewalks, streets, alleys, pipe lines, buildings, etc. caused by installation.
- Permit decal must be placed in visible location on sign structure.

APPLICANT SIGNATURE: _____ **Date:** _____

PROPERTY OWNER SIGNATURE: _____ **Date:** _____