

SIGN PERMIT APPLICATION

PROPERTY INFORMATION

ADDRESS OF SIGN: _____

BUSINESS NAME: _____

BUSINESS OWNER NAME: _____

BUSINESS OWNER ADDRESS: _____

Sign is for a: BUILDING ON INDIVIDUAL NON-RESIDENTIAL LOT BUILDING ON INDIVIDUAL LOT
 BUSINESS IN A COMMERCIAL OR RETAILCENTER BUSINESS IN AN OFFICE OR INDUSTRIAL CENTER

Name of Commercial Center, Office Park or Building _____

SIGN INFORMATION

SIGN CONTRACTOR (COMPANY): _____ BUSINESS LICENSE # _____

CONTACT NAME: _____

ADDRESS: _____ E-MAIL: _____

CITY: _____ STATE: _____ ZIP: _____ PHONE: _____

NEW ILLUMINATED REPAIR / ALTER GROUND WALL CANOPY SINGLE FACE DOUBLE FACE OTHER _____

Sq. Ft. of Existing Signs: _____ Wall Sq. Ft: _____ Building Sq. Ft: _____
(To Remain) (Of Wall or Canopy Sign)

OVERALL SIGN DIMENSIONS: _____ SIGN AREA SQ. FT: _____

HEIGHT OF GROUND SIGN FROM GRADE TO BOTTOM OF SIGN: _____ TOP OF SIGN: _____

SIGN SET BACK FROM RIGHT OF WAY (GROUND SIGN): _____ FT. ESTIMATED COST OF SIGN: \$ _____

- ATTACH DRAWING SHOWING DIMENSIONS, MATERIALS, OVERALL SIZE, COLOR AND PLACEMENT OF SIGN (LOCATION ON BUILDING IF WALL SIGN).
- ATTACH SITE PLAN DRAWN TO SCALE SHOWING SIGN LOCATION.
- ALL SIGN STRUCTURES MORE THAN 32 SQ. FT., OR GREATER THAN 6 FT. IN HEIGHT, OR OVERSIZED SIGN MUST HAVE STRUCTURAL ENGINEER SEAL ON PLANS AND FOOTINGS MUST BE ENGINEER DESIGN WITH SEAL.
- ALL WALL AND CANOPY MOUNTED SIGNS MUST HAVE ENGINEER DESIGNED METHOD OF ATTACHMENT.
- ALL SIGN STRUCTURES AND PLACEMENT MUST MEET THE CITY OF PEACHTREE CORNERS SIGN ORDINANCE, OVERLAY DISTRICTS AND INTERNATIONAL BUILDING CODE REQUIREMENTS FOR SIGNS.
- ILLUMINATED SIGNS ALSO REQUIRE AN ELECTRICAL PERMIT.
- FOOTING AND ELECTRICAL INSPECTIONS ARE REQUIRED FOR GROUND SIGNS (PLEASE CALL 678-691-1200 TO SCHEDULE)

SIGNATURES

BUILDING / LAND OWNER SIGNATURE: _____ DATE: _____

APPLICANT SIGNATURE: _____ DATE: _____

APPROVALS – FOR OFFICE USE ONLY

ZONING CASE # _____

APPLICATION APPROVED BY: _____ DATE: _____

APPLICATION REJECTED BY: _____ DATE: _____

REJECTED FOR THE FOLLOWING: _____

INSPECTION RECORD

FINAL: APPROVED DATE: _____ REJECTED DATE: _____

COMMENTS: _____

PERMIT FEES

- a. The Sign Location Permit Fee for a Wall or Ground Sign (EXCEPT Oversized Signs) = \$150.00
- b. The Sign Location Permit Fee for an oversized sign = \$500.00
- c. If a Building Permit is required, in addition to the Sign Permit, the Building Permit Fee is based upon \$6.00 per \$1000.00 of estimated cost and is computed by Community Development Staff. The minimum fee is \$30.00.
- d. Permit **fees are doubled** for any sign that is **erected or under construction prior to obtaining a permit.**
- e. A Sign Location Permit **expires** if construction of the sign has not been **completed** within **6 months** from the date of issuance.
- f. A sign Location Permit renewal fee is \$125.00.
- g. Electrical Permits are required and separate subcontractor application shall be submitted and approved for illuminated signs.