

PLANNING AND DEVELOPMENT DEPARTMENT

2875 BROWNS BRIDGE ROAD, GAINESVILLE, GA, 30504
MAILING ADDRESS: PO BOX 1435, GAINESVILLE. GA 30503
t: 770-531-6809 | f: 770-531-3902



Sign Permit Application

Process:

1. Turn in completed application and all required supporting documents to the **Building Inspections Department**.
2. Building Inspections will internally route the information to additional required departments for review.
3. Each department will reach out to the applicant regarding additional information, if necessary.
4. Once all departments have provided approval, Building Inspections will proceed with final steps prior to issuance.

Application Name:
Detailed Description:

SITE INFORMATION

Site Address:	
Subdivision:	Lot:

OWNER/CONTRACTOR/BUILDER INFORMATION

Owner Name:	
Contractor/Applicant Name:	
Contact Person:	
Email Address:	Phone:

PERMIT TYPE: SELECT ONE

<input type="checkbox"/> New	<input type="checkbox"/> Replacement
Comments:	

Estimated Cost (Job Value): \$ _____

POWER COMPANY

GA Power() Jackson EMC() Habersham EMC() Sawnee EMC() Atlanta Gas() Liberty Gas() City Of Buford()

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STRUCTURE INFORMATION: Enter n/a in fields not applicable, do not leave blank spaces

<input type="checkbox"/> Attached/Wall	<input type="checkbox"/> Marquee
<input type="checkbox"/> Banner	<input type="checkbox"/> Monument
<input type="checkbox"/> Billboard	<input type="checkbox"/> Projecting
<input type="checkbox"/> Face Change	<input type="checkbox"/> Temporary
<input type="checkbox"/> Free Standing	<input type="checkbox"/> Other

Explain <i>OTHER</i> Sign Type:	
Sign Area(Sq. Ft):	Total Height of Free-standing Sign (Ft):
Sign Width:	Change Image Sign: <input type="checkbox"/> Yes <input type="checkbox"/> No
Sign Height:	Internally Illuminated: <input type="checkbox"/> Yes <input type="checkbox"/> No
Sign Thickness:	Building Wall Area (Sq Ft):

REQUIRED SUPPORTING DOCUMENTS:

- For free standing signs, a survey or engineered site plan of the property showing the proposed sign, any existing freestanding signs, and existing buildings and other improvements.
- For wall signs, a drawing to scale showing the proposed sign and all other wall signs, with dimensions, on the subject façade.
- A sealed engineering drawing of the sign design for all freestanding signs and electrical wall signs, and a sealed engineering drawing of the sign footing for freestanding signs.
- Sign Contractor’s State License, photo ID of State License Holder and Business License
- Sub-Contractor Affidavits with State License and Business License (if adding electric)
- Driver’s license of applicant AND/OR Property Owner Authorization form

I hereby certify that I have read and completed this application and know the same to be true and correct. I understand this document is for informational purposes and no work will begin until a permit has been issued.

Signature _____ Date _____

***Please note that an incomplete application will result in permit not being issued.**