



# SIGN PERMIT APPLICATION

Date: \_\_\_\_\_ Permit # \_\_\_\_\_  
 PIN # \_\_\_\_\_ Decal # \_\_\_\_\_  
 Zoning Classification: \_\_\_\_\_ Case # \_\_\_\_\_ Overlay \_\_\_\_\_ Total Permit Fees \$ \_\_\_\_\_

**\*\*NOTE:** This form was last revised for use after October 3, 2007. *Only* this form may be used to acquire a permit subsequent to that date.\*\*

**TO ENSURE THAT YOUR APPLICATION WILL BE PROCESSED, ALL APPLICABLE INFORMATION MUST BE PROVIDED:**

**Check one:** Multi-Business Development \_\_\_\_\_ Single Tenant Suite \_\_\_\_\_ Residential Development \_\_\_\_\_  
**Property Owner(s) of Record:** \_\_\_\_\_ Phone: \_\_\_\_\_ Affidavit Provided? [ ] Yes [ ] No  
**Site Address** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Suite No.** \_\_\_\_\_  
**Tenant Finish MUST Provide Tenant or Occupant's Name or Title:** \_\_\_\_\_  
**Subdivision or Project Name** \_\_\_\_\_ **Unit/Phase No.** \_\_\_\_\_ **LDP#** \_\_\_\_\_

**Describe Purpose of Sign:** \_\_\_\_\_

**SIGN CONTRACTOR:**

**Business Name** \_\_\_\_\_ **Telephone No.** \_\_\_\_\_  
**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Fax No.** \_\_\_\_\_ **E-mail** \_\_\_\_\_ **Alternate Phone No.** \_\_\_\_\_  
**Business License No.** \_\_\_\_\_ **County/City** \_\_\_\_\_ **State Contractor's License No.** \_\_\_\_\_

**APPLICANT/CONTACT PERSON**

**Telephone No.** \_\_\_\_\_  
**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_  
**Alternate Phone** \_\_\_\_\_ **Fax No.** \_\_\_\_\_ **E-mail Address** \_\_\_\_\_

**SIGN INFORMATION**

*"All signs shall be set back at least ten (10) feet from the right-of-way or twenty (20) feet from the edge of pavement, if a private street. If on a public street, all signs must be located behind required setback lines, buffers, landscape strip or other required improvements along the right-of-way. All free-standing and monument type signs shall have and display the assigned street number, with lettering of a minimum 4" high along major collectors and 3" high along minor collectors. A permit does not create a vested right to maintain any sign which violates any terms of Article 33 of the Fulton County Zoning Resolution or any other law. A permit issued based on false information and/or in violation of Article 33 or Article 12 of the Fulton County Zoning Resolution is void."*

**New Sign Information:** [ ] Permanent [ ] Temporary  
 [ ] Wall Sign [ ] ID Monument [ ] Freestanding  
**Other type:** \_\_\_\_\_  
**Height Above Grade:** \_\_\_\_\_  
**Material:** \_\_\_\_\_ **Sign Dimensions:** \_\_\_\_\_  
**Beginning Date:** \_\_\_\_\_ **Ending Date:** \_\_\_\_\_  
**Message:** \_\_\_\_\_  
 \*Ground sign: Setback from right-of-way: \_\_\_\_\_  
 \*Wall sign: Area of face of Building: \_\_\_\_\_

[ ] No Existing Sign(s) on site at this time.  
**Existing Sign Information:** [ ] Permanent [ ] Temporary  
 [ ] Wall Sign [ ] ID Monument [ ] Freestanding  
**Other type:** \_\_\_\_\_  
**Height Above Grade:** \_\_\_\_\_  
**Material:** \_\_\_\_\_ **Sign Dimensions:** \_\_\_\_\_  
**Beginning Date:** \_\_\_\_\_ **Ending Date:** \_\_\_\_\_  
**Message:** \_\_\_\_\_  
 \*Ground sign: Setback from right-of-way: \_\_\_\_\_  
 \*Wall sign: Area of face of Building: \_\_\_\_\_

**APPLICANT'S CERTIFICATION**

I hereby certify that the site described herein will be constructed and/or used in accordance with all applicable zoning ordinances and laws governing signs and that this permit is being issued to the owner or an owner's agent, and that no one other than the owner or licensed subcontractors to the owner can perform work under this permit.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Sworn and Attested before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
 Notary Public (Seal)

APPROVED: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICATION IS NOT COMPLETE UNLESS SIGNED AND NOTORIZED**



# FULTON COUNTY

Public Works Department

Planning & Development Division

141 Pryor St SW Atlanta, GA 30303 404-612-7400

## Minimum Sign Permit Application Requirements:

Sign Permit Application Package\* shall consist of:

- One Completed application form for each sign, signed **and** notarized, form **must** be completed with **all** the required information
- One Completed Owner's Affidavit, signed and notarized
- One Site Plan drawn to scale, no larger than 11"X17" in size, showing property boundaries with geographic information (survey) and graphically depicting the sign in the location proposed, with dimensions and geographic information from all boundary lines to the sign, and showing all other improvements on the site; including, but not limited to buildings, parking lots, landscape strips, buffers, easements, setback limits, north arrow, name of street, street address, Land Lot and District, etc.,

AND,

For Ground Signs: ID Monuments, Free Standing Signs

- Front and side elevation(s) of sign with dimensions
- Drawing of proposed sign area, with calculations
- Picture of all existing sign(s) referring to the business, if applicable
- Indicate sign material and color
- Indicate whether illumination is (Direct) or (Indirect)

For Wall Signs:

- Building elevation with dimension (not including the roof)
- Front and side elevation(s) of sign with dimensions
- Drawing of proposed signs, with dimensions and calculations
- Pictures of existing sig(s) referring to the business, if applicable
- Indicate sign material and color (no exposed neon)

For Temporary Signs:

- Site plan as described above is **not** required
- Sign Contractor information is **not** required
- Drawing of proposed sign with dimensions **is** required

\* A minimum of two (2) completed packages, per each sign application required

Last revised: 1/31/2008



Sign Permit No. \_\_\_\_\_

Parcel Identification No: \_\_\_\_\_

# OWNER'S AFFIDAVIT FOR SIGN PERMITS

This form must be completed in it's entirety to obtain any permit for these purposes.

Pursuant to the Fulton County Zoning Resolution, Article 33, Section 8, applications for a Sign Permit must include written, notarized, permission from the owner of the property, also known as Lot, upon which the sign is proposed, including a 24-hour contact telephone number for the property owner, along with an application and site plan and any required additional attachments for said Permit.

In addition, the owner and applicant must ensure and commit to **compliance with the standards** established by the Fulton County Zoning Resolution, for the specific application being filed.

Location of Subject Property:

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

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip Code: \_\_\_\_\_

I hereby certify, under oath, that I am the Owner, the Executor or Attorney-in fact under a Power of Attorney for the Owner (attach a copy of the Power of Attorney), of the property described above and that in attaching a signature hereupon, as the Owner, I do grant permission to \_\_\_\_\_(Contractor/Lessee/Operator) to install \_\_\_\_\_(type of sign) which shall not exceed \_\_\_\_\_ feet in height, as measured from the lowest point in elevation of the ground below said sign to the top of the structure, being \_\_\_\_\_ feet wide and \_\_\_\_\_ feet long, equaling \_\_\_\_\_ square feet of signage, in the location shown on the attached site plan graphically representing the sign, identifying the location with specific dimensions and geographic calls of each property line in addition to the dimensions and geographic calls of the relationship of the graphic depiction of the sign to each identified property line of the whole tract of land, and that a true and proper agreement has been entered into with the Contractor/Lessee/Operator listed above which allows the Applicant to conduct regular maintenance on said sign from \_\_\_\_\_ (date) to \_\_\_\_\_ (date) as may be required by either party of said agreement and/or by Fulton County.

Further, I do hereby certify, under oath, that the Applicant has been made aware of and will comply with ALL of the standards and requirements Zoning Ordinance of Fulton County, in particular Article 33, Signs.

TYPE OR PRINT:

Name of Owner: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip Code: \_\_\_\_\_

24-HOUR CONTACT PHONE NUMBER: \_\_\_\_\_ phone/cell/pager(circle one)

OWNER'S SIGNATURE: \_\_\_\_\_

Sworn and Attested before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
(Seal) Notary Public