

# SIGN PERMIT APPLICATION

- ◇ Application must be completed in **ink**. If submitting plans, please provide **two** copies. ◇
- ◇ Contact Development Services at (912)651-6510 for assistance. ◇
- ◇ Submit your Sign Permit Application via fax (912)651-6543 or in person at 5515 Abercorn Street (31405). ◇

## Project Site

Site Address: \_\_\_\_\_ PIN: \_\_\_\_\_  
 Business Name: \_\_\_\_\_  
 Applicant Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_ **Valuation of Job** (Include Labor, Materials, Profit): \$ \_\_\_\_\_

## Description of Work

**Complete Description of Work:** \_\_\_\_\_  
 \_\_\_\_\_

## Proposed Work

- New Sign/Awning     Replace Existing Sign/Awning     Alteration to Existing Sign/Awning

## Type of Sign

- Freestanding/Ground     Fascia/Wall     Announcement: **Electronic or Manual (circle one)**  
 Directory     Projecting     Billboard: **Digital or Poster (circle one) with \$250 Application Fee**  
 Non-illuminated     Internally Illuminated     Externally Illuminated     Temporary/Banner: Dates \_\_\_\_\_

## Sign Dimensions

Width = \_\_\_\_\_ ft.    Height = \_\_\_\_\_ ft.    Overall Height = \_\_\_\_\_ ft.    Depth = \_\_\_\_\_ ft.  
 Total Area = \_\_\_\_\_ sq. ft.    Lot Width = \_\_\_\_\_ ft.    Building Width = \_\_\_\_\_ ft.    Wall/Window Projection = \_\_\_\_\_ ft.  
 Freestanding/Ground Sign: Distance from Edge of Sign to Right-of-Way = \_\_\_\_\_ ft.

## Certificates, Permits and Agreements

Is this sign within a Historic District?  Yes  No    If Yes, has a Certificate of Appropriateness (COA) been issued?  Yes  No

*If Yes, plans must be stamped by the Historic Preservation Officer and a copy of the COA must be provided.*

*If No, contact the **Historic Preservation Office** at (912)651-1440.*

Is the sign within the Right-of-Way?  Yes  No    If Yes, provide **Encroachment Petition**.

Is the sign within an easement?  Yes  No    If Yes, provide the signed Developer / COS **Principal Use Sign Permit Agreement**.

Is an Electronic Announcement Sign proposed?  Yes  No    If Yes, provide the signed **Announcement Sign Agreement**.

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## Sign Contractor

Company: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

## Electrician

Company: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

## Applicant Certification

I hereby certify that I have answered all of the questions contained herein and know the same to be true and correct. All work performed under this permit must comply with State law and local ordinances. Further, I understand that any permit issued, based upon false information or misrepresentation provided by the applicant, will be null and void and subject to penalty as provided by law and ordinance.

\_\_\_\_\_  
**Printed Name of Applicant (Not Company Name)**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

### FOR OFFICE USE ONLY

Zoning District: \_\_\_\_\_ Street Type: \_\_\_\_\_

Zoning Use: \_\_\_\_\_ Height Allowed: \_\_\_\_\_ Area Allowed: \_\_\_\_\_

COA Approved: \_\_\_\_\_ Encroachment Petition: \_\_\_\_\_

**Permit Fees:** Total Permit: \$ \_\_\_\_\_

Due: \$ \_\_\_\_\_ Paid: \$ \_\_\_\_\_ Chk/MO#: \_\_\_\_\_

Rem. Bal.: \$ \_\_\_\_\_ Rem. Paid: \$ \_\_\_\_\_ Chk/MO#: \_\_\_\_\_

Plans Reviewed by: Flood: \_\_\_\_\_ Zoning: \_\_\_\_\_ Building: \_\_\_\_\_ Life Safety: \_\_\_\_\_ Elect: \_\_\_\_\_ Plumb: \_\_\_\_\_ Mech: \_\_\_\_\_