



# CITY OF NORCROSS

## SIGN PERMIT APPLICATION

65 Lawrenceville Street, Norcross, Georgia 30071 Telephone: 678-421-2027 Facsimile: 770-242-0824

### PROPERTY OWNER INFORMATION

Owner's name: \_\_\_\_\_  
Owner's address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email \_\_\_\_\_

### APPLICANT CONTACT INFORMATION

Contact name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Contact address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email \_\_\_\_\_

### PROPERTY LOCATION

Tax Parcel Number: \_\_\_\_\_  
Address \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email \_\_\_\_\_

### SIGN INFORMATION

Type of sign being applied for:  Wall/Panel Exchange  Commercial Real Estate  Monument  
Name to appear on sign: \_\_\_\_\_  
Address of proposed sign: \_\_\_\_\_  
Length of sign: \_\_\_\_\_ Height of sign: \_\_\_\_\_  
Total square footage of sign: \_\_\_\_\_  
Width of the building facing the right-of-way: \_\_\_\_\_ (Wall Sign)  
Width of the property facing the right-of-way: \_\_\_\_\_ (Ground Sign)  
Sign Contractor Name: \_\_\_\_\_  
Sign Contractor Address: \_\_\_\_\_  
Sign Contractor Business License Number: \_\_\_\_\_  
Sign Contractor Insurance Company and Policy No.: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email \_\_\_\_\_

### ONE OR MORE OF THE FOLLOWING MUST ACCOMPANY THIS APPLICATION:

- Standard architect's scaled rendering of the sign showing ALL dimensions.
- A copy of the business license and insurance card for the sign company and/ or installation company.
- Rendering or photos showing the location of the sign on the building (wall sign) or the property in reference to the building and R/W (ground sign).
- Notarized translation if sign will contain a language other than English.
- All new monument signs require a site plan and panel summary before a building permit will be issued.
- All new monument signs 9 to 10 feet in height must have engineered or architectural stamped plans submitted.
- Electrical permit application and fee (if ANY electricity is going to serve the sign).

### OWNER/OWNER REPRESENTATIVE'S SIGNATURE

By signing this application, you are agreeing that you have received a copy of the City of Norcross Sign Ordinance. By signing this you also take the responsibility to obtain an electrical permit for any and all electricity, which may now or in the future serve the above-mentioned sign. In addition, you also acknowledge that you will receive a sign permit sticker, which will be provided to you upon approval of this application. The sign permit sticker must be posted on the sign in a discreet, yet visible location.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### APPLICANT'S SIGNATURE

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### CITY USE ONLY. DO NOT WRITE IN THIS BOX.

Date received: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ Permit Number: \_\_\_\_\_  
Fee Paid \$ \_\_\_\_\_ Notes: \_\_\_\_\_

Approved: \_\_\_\_\_ Approved with conditions: \_\_\_\_\_ Denied: \_\_\_\_\_ by: \_\_\_\_\_

### DEADLINE AND MEETING SCHEDULE

All monument sign applications must be submitted by the 2<sup>nd</sup> Monday of the month.  
The Architectural Review Board meets on the 3<sup>rd</sup> Monday of each month.