



SIGN PERMIT APPLICATION

65 Lawrenceville Street, Norcross, Georgia 30071 Telephone: 678-421-2027

PROPERTY OWNER INFORMATION

Company Name: _____

Contact Person: _____ Cell: _____

Owner's Address: _____ Suite: _____ City: _____ Zip Code: _____

Phone: _____ Fax: _____ Email: _____

PROPERTY LOCATION

Tax Parcel Number: _____ Zoning: _____ Overlay District Historic District

Address: _____ Suite: _____ Zip Code: _____

BUSINESS INFORMATION

Company Name: _____ Contact Name: _____

Phone: _____ Fax: _____ Email: _____

Business License, Change of Occupancy or Building Permit Number: _____

SIGN CONTRACTOR /APPLICANT INFORMATION

Company Name: _____

Contact Person: _____

Address: _____ Suite: _____ City: _____ Zip Code: _____

Phone: _____ Fax: _____ Email: _____

Sign Contractor Business License Number: _____

Sign Contractor Insurance Company and Policy No.: _____



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SIGN INFORMATION

Select the type of sign being applied for: Awning New Wall Accessory Building Projecting Electronic Message Board Accessory Ground Ground Subdivision Window Uniform Sign Plan Temporary: # of days to display _____

NOTE: REFER TO SPECIFIC ADDENDUM SHEETS ATTACHED BELOW FOR GUIDELINES

This sign will be: internally illuminated externally illuminated non-illuminated

Sign wording/graphics and location on building or site: _____

NOTE: THE BELOW SIGN DIMENSIONS SHOULD BE SUBMITTED IN INCHES ONLY; TOTAL AREA SHOULD BE IN SQUARE FEET ONLY.

Total number of signs per façade applied for: _____ Sign 1: Length: _____ Height: _____

Sign 2: Length: _____ Height: _____ Sign 3: Length: _____ Height: _____

Combined square footage of sign(s): _____

Total number of existing signs per facade: _____ Sign 1: Length: _____ Height: _____

Sign 2: Length: _____ Height: _____ Sign 3: Length: _____ Height: _____

Combined square footage of existing sign(s): _____

Width of the building or suite facing the right-of-way: _____ (All Sign Types)

Width of the property facing the right-of-way: _____ (All Sign Types)

Required sign mount detail attached? Yes No

Describe how the sign will be attached to the façade or structure: _____

Description of materials used to create sign: _____



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ONE OR MORE OF THE FOLLOWING MUST ACCOMPANY THIS APPLICATION:

- For wall or projecting signs, submit before and after rendering or photo showing the location of the sign on the building.
- For all signs submit a dimensioned drawing depicting the proposed sign's location and indicating height, width, construction materials, scaled rendering of the sign showing all dimensions.
- For all signs submit a detail explaining how the sign will be erected and/or mounted.
- For wall signs and all monument signs submit a material description.
- For all applications submit a copy of the business license and insurance card for the sign company and/or installation company.
- For all ground signs over 4ft in height from the bottom of the footing to the top of the exposed portion, a separate building permit is required with engineered footing.
- An electrical permit application and separate fee is required if any and all electrical, which may now or in the future serve the above-mentioned sign.

PROPERTY OWNER'S AUTHORIZATION

The property owner must sign and notarize the owner's affidavit.

Required owner's affidavit attached: YES NO

APPLICANT'S SIGNATURE

By signing this application, 1) you are agreeing that you have read the City of Norcross Sign Ordinance and related codes, and 2) agree to obtain an electrical permit for any and all electrical work, which may now or in the future serve the above-mentioned sign, 3) any sign installed prior to issuance of permit is subject to double permit fees, 4) I, the applicant of record, acknowledge that, at a minimum, all signage will be affixed with 3/8 inch fasteners.

Signature

Date

CITY USE ONLY. DO NOT WRITE IN THIS AREA.

Date issued: _____ Receipt No.: _____ Permit No.: _____ Fee Paid \$ _____

Approved: _____ Approved with conditions (see attached notes): _____ Denied: _____

By: _____



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MONUMENT SIGN ADDENDUM SHEET

- 1) The highest point of the proposed monument sign will be _____ feet above street level and _____ feet above ground level.
- 2) This ground sign is to be located in a Residential, Office, Industrial, Commercial, Mixed Use district
- 3) This ground sign will be internally illuminated externally illuminated not illuminated
- 4) This ground sign will/ will not contain a message board component.
- 5) Attached is a scaled plat map of the property which bears the proposed location of the sign.
 - Attachment enclosed.
- 6) Attached is a scaled rendering of the sign showing all dimensions.
 - Attachment enclosed.
- 7) Any sign 4ft in height measured from the bottom of the footing to the top of the visible exterior shall be accompanied by plans prepared by a design professional. Additional fees will include a building code review for the plans, a building permit for the construction and any required electrical work. Measured from the bottom of the footing, will the sign structure will be 4 feet or higher?
 - Yes No
- 8) The proposed monument sign will be located _____ feet from the right-of-way (minimum 10ft required) and _____ feet from the back of the curb. Ground signs must be located outside any easements.
- 9) Address identification shall be located on the proposed monument sign and shall be in figures at least six inches high on a contrasting background that will allow 24-hour visibility. Address area shall not be included in allowable square footage calculations.
- 10) The proposed monument sign will use the following colors and materials:

	Colors	Material Description	Manufacturer's Product Identification (colors & materials)
Sign Face			
Sign Base			



Ownership Affidavit & Designation of Agent

I. Ownership.

I, _____, hereby attest to ownership of the property described below:

Parcel I.D. Number(s) _____

Location address: _____

_____ for which this Application is submitted.

The ownership, as recorded on the deed, is in the name of: _____

Please complete the appropriate section below:

NOTE: The person signing under section IV Acknowledgement, must be listed below as an officer or partner.

Individual

Corporation/Limited Liability Company (LLC)

Partnership

Government Entity

Provide Names of Officers/Members:

Provide Names of General Partners:

Secretary of State Registration Number: _____

Name/Address of Registered Agent: _____

II. Designation of Owner's Agent. (Leave blank if not applicable)

As the owner of the above designated property and the applicant for which this affidavit is submitted, I wish to designate the below named party as my agent in all matters pertaining to the location address. In authorizing the agent named below to represent me, or my company, I attest that the application is made in good faith and that any information contained in the application is accurate and complete to the best of my knowledge and belief. (Note: Prior to the issuance of a building permit, the owner's agent must be the contractor listed on the permit application.)

Owner's Agent: _____

Address: _____

Contact Person: _____ Telephone No.: _____

III. Notice to Owner.

- A. All changes in Ownership & Applicant's Agent prior to issuance shall require new affidavit. If ownership changes the new owner assumes the obligations and the original applicant is released from responsibility for actions taken by others after the change in ownership.
- B. If the Owner intends the Designation of Applicant's Agent to be limited in any manner, please indicate the limitation below. (i.e., Limited to obtaining a certificate of concurrency for the parcel; limited to obtaining a land use compliance certificate; etc.)

IV. Acknowledgement.

• **Individual**

Signature

Print Name: _____
 Address: _____
 Phone #: _____

• **Government Entity**

 Print Government Name

By: _____
Signature

Print Name: _____
 Title: _____
 Department: _____

• **Corporation/LLC**

 Print Corporation/LLC Name

By: _____
Signature

Print Name: _____
 Its: _____
 Address: _____
 Phone #: _____

• **Partnership**

 Print Partnership Name

By: _____
Signature

Print Name: _____
 Its: _____
 Address: _____
 Phone #: _____

NOTARY INFORMATION (Please use appropriate block.)

STATE OF GEORGIA
 COUNTY OF _____

• **Individual**

Before me, this _____ day of _____, 20____, personally appeared _____ who executed the foregoing instrument, and acknowledged before me that same was executed for the purposes therein expressed.

• **Government Entity**

Before me, this _____ day of _____, 20____, personally appeared _____ as _____ and on behalf of _____, who executed the foregoing instrument, and acknowledged before me that same was executed for the purposes therein expressed.

• **Corporation/LLC**

Before me, this _____ day of _____, 20____, personally appeared _____ of _____ a _____ corporation/LLC, on behalf of the corporation/LLC, who executed the foregoing instrument and acknowledged before me that same was executed for the purposes therein expressed.

• **Partnership**

Before me, this _____ day of _____, 20____, personally appeared _____, partner/agent on behalf of _____, a partnership, who executed the foregoing instrument and acknowledged before me that same was executed for the purposes therein expressed.

Signature of Notary

NOTARY STAMP:

My commission expires: _____

Print Notary Name

Identification Method: _____ Personally known.
 _____ Produced I.D. – Type: _____