



LAWRENCEVILLE

GWINNETT • METRO ATLANTA

SIGN PERMIT APPLICATION

APPLICANT NAME: _____ DATE: _____

BUSINESS NAME AT SIGN LOCATION: _____

SIGN LOCATION ADDRESS: _____

CONTACT PERSON: _____ TELEPHONE: _____

TYPE OF SIGN (CHECK ALL THAT APPLY)

DOUBLE POST (SEE ARTICLE X FOR DESIGN REQUIREMENTS)

ATTACH ALL OF THE FOLLOWING:

1. SCALED (EITHER ENGINEER OR ARCHITECTURAL) SITE PLAN STAMPED BY A REGISTERED LAND SURVEYOR WITH STREET RIGHT(S) OF WAY & IMPROVEMENTS NEAR THE PROPOSED SIGN LOCATION
2. LOCATION OF SIGN CLEARLY MARKED; SETBACKS DIMENSIONED
3. SCALED (EITHER ENGINEER OR ARCHITECTURAL) AND DIMENSIONED FABRICATION DRAWING OF POST SIGN, INCLUDING FOOTING

MONUMENT (SIGN WITH BASE ON GROUND GRADE)

ATTACH ALL OF THE FOLLOWING:

1. SCALED (EITHER ENGINEER OR ARCHITECTURAL) SITE PLAN STAMPED BY A REGISTERED LAND SURVEYOR WITH STREET RIGHT(S) OF WAY & IMPROVEMENTS NEAR THE PROPOSED SIGN LOCATION
2. LOCATION OF SIGN CLEARLY MARKED; SETBACKS DIMENSIONED
3. SCALED (EITHER ENGINEER OR ARCHITECTURAL) AND DIMENSIONED FABRICATION DRAWING OF MONUMENT SIGN INCLUDING BASE

FAÇADE (WALL-A SIGN ATTACHED TO BUILDING WALL)

ATTACH ALL OF THE FOLLOWING:

1. SCALED (EITHER ENGINEER OR ARCHITECTURAL) BUILDING ELEVATION DRAWING WITH THE HEIGHT AND WIDTH MEASUREMENTS
2. SCALED (EITHER ENGINEER OR ARCHITECTURAL) FABRICATION DRAWINGS OF THE SIGN
3. SIGN ATTACHMENT (MOUNTING) DRAWING

TEMPORARY BANNER- MAXIMUM SQFT ALLOWED 32, ONE BANNER ALLOWED AT A TIME

\$2.00 PER SQFT 14DAY, \$4.00 PER SQFT 28DAY. MINIMUM FEE

\$50.00
YEAR

(PER 14 DAY PERIOD) 28DAY MAXIMUM PER CALENAR

1- 14 DAY BANNER 1-28 DAY BANNER DATE UP: _____ DATE DOWN: _____

*IF SIGN IS LIT PROVIDE THE FOLLOWING: ELECTRICAL CONTRACTOR: _____
STATE LICENSE: _____ PHONE: _____

* NO CLIP ART NOR PHOTOGRAPHS WILL BE ACCEPTED

SPECIAL USE- WINDOW SIGN – ATTACH ALL OF THE FOLLOWING:

1. DISCRPTION OF SIGN
2. SKETCH OF SIGN
3. SKETCH OF WINDOW TO BE COVERED

APPROVED _____

DENIED: _____

COMMENTS _____

DIRECTOR SIGNATURE

SQFT

TOTAL COST