



SIGN PERMIT APPLICATION

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| A REVIEW FEE IS DUE AT TIME OF SUBMITTAL. | TEMPORARY SIGN DEVICES [10 DAYS] | \$25 |
| | ALL OTHER SIGN TYPES | \$50 |

The Department of Planning & Community Development accepts sign permit applications in person Monday through Friday, 8:30 am to 5:00 pm, excluding holidays. We also accept digital submissions via ePlan Solutions; visit eplansolution.com/forsyth for more information. The design review is typically completed in ten business days. Following the review period, the staff will contact the applicant with approval, or provide comments if there is additional information required.

Once this sign review (application) is approved, the applicant will need to return to the department to apply for the **building permit** from the **Building Permit Division**. Forsyth County Inspection personnel will verify building code compliance during the plan review of monument signs and during the required field inspections for all signs. Please call 770-781-2115 to speak with a member of the **Inspection Division** to review building codes. If you have a building code question, staff encourages you to discuss the issue prior to submitting plans or requesting inspections.

REQUIREMENTS FOR SIGN REVIEW APPLICATIONS **General Requirements** Complete a separate application (*page 2*) for each proposed sign, and a review fee is required for each application. Please do not include private telephone numbers or email addresses. Applications must include a detailed plan of the sign that includes any proposed electrical components, support structure or other improvements. The plan must include dimensions and square foot calculations. Please provide a current Forsyth County Business License number or Out Of County Registration number on the application. The review fee is due at submittal.

For more information regarding this application, the Sign Ordinance, or the sign permit review process, please contact:

Planner Technician: MMHalstead@forsythco.com ; or PlannerTechnician@forsythco.com

Banners (10 days) Banners each with a maximum size of 32-square feet, are not to exceed three (3) on any given lot.
Banners must be displayed a minimum of 10 feet from the right-of-way
Banners are allowed to be displayed for up to 10 consecutive days
No banner permit shall be issued for the same lot at less than four-month intervals
A contractor is **not** required for a banner permit

Additional Requirements for Wall Signs Document that the display surface does not project more than 12 inches from the wall
Document the raceway color, if the sign includes a raceway

Additional Requirements for Freestanding Signs

For signs that are independent of a building for support, please include two copies of a survey of the property indicating proposed sign location and the distance from the proposed sign to the property lines, structures, existing signs, paved surfaces and the distance from the proposed sign to the right-of-way. The plan shall also include buffers, easements, the location and size of existing signs. Clearly delineate the right-of-way prior to scheduling inspections

Additional Requirements for Monument Sign - Commercial Plan Review

For a monument wall with signage - details with footing design, etc. are required. For a monument with a sign - details with footing design, etc. are required. The details with footing design, etc. must be reviewed by the Commercial Plan Review division. Please call 770-781-2115 to speak with a member of the Commercial Plan Review division for questions regarding plan requirements.

Once this sign application is reviewed for conformance with the Sign Ordinance and approved, the applicant will need to continue to make application for a building permit from the Building Permit Division - this may require additional contractor information and may require commercial plan review.



SIGN PERMIT APPLICATION

PERMITS WILL BE WITHHELD ON ANY NEW PROJECT OR APPLICATION WHERE THE CONTRACTOR HAS FAILED TO SCHEDULE FINAL INSPECTIONS FOR OTHER SIGN PERMITS, AND SUCH PERMITS HAVE EXPIRED WITHOUT THE BENEFIT OF A FINAL INSPECTION AFTER THE CONSTRUCTION HAS BEEN COMPLETED.

| | | |
|---|----------------------------|------------|
| RECEIVED BY | <u>FOR OFFICE USE ONLY</u> | DATE STAMP |
| Sign Review #: SR _____ Sign Content: _____ | | |

A. SIGN TYPE: PLEASE CHECK THE APPROPRIATE SUBMITTAL TYPE

Banner *requires image of banner with dimensions*
 Other, Please Specify: _____
 Monument *must be submitted for commercial plan review*
 Wall Sign *requires sign design including projection*

B. REQUESTED ACTION: PLEASE CHECK ALL THAT APPLY

Erect New Sign
 Other, Please Specify: _____
 Replace Sign
 Change Content

C. PROPERTY OWNER(S) AUTHORIZATION AFFIDAVIT: *DO NOT PROVIDE PERSONAL E-MAIL ADDRESS OR PRIVATE TELEPHONE NUMBERS*

This application must be signed by the owner as listed on the deed of record for the subject property or the agent assigned by the property owner. By signing below, applicant acknowledges and affirms that prior to submission of this application for a sign permit, applicant has read and reviewed the County regulations applying to such permits, including the Forsyth County Sign Code and agrees to comply with the provisions of the Code.

Owner Name: _____

Address: _____

Business Phone #: _____ Business E-mail: _____

Signature of Owner/Assigned Agent: _____ **Date:** _____

D. APPLICANT INFORMATION ALL SIGN PERMIT TYPES, EXCEPT TEMPORARY SIGNS, REQUIRE A CONTRACTOR TO BE THE APPLICANT:

Name of Business: _____

Name of Contact: _____ Business Email: _____

CONTRACTOR: _____ Business Tel#: _____

Address: _____

Contact the Business License Division if you are not currently licensed or registered with Forsyth County

E. DETAILS OF PROPOSED SIGN OR MODIFICATION OF EXISTING SIGN:

Please provide a separate copy of this page for each sign.

Sign # ____ of ____

Sign Text/Project Name:

Address of proposed sign:

Directions to property from nearest major intersection (REQUIRED):

Total square feet of sign face for proposed sign:

Identify the aggregate square feet of sign face for **all signs** on the property:

(Applications within **planned centers** can exclude signs that are physically attached to other suites within the planned center)

Gross building space of tenant requesting the sign:

(Only required for commercial and industrial zoning districts located in a planned center)

Linear feet of road frontage:

(Required for permits issued for signs within commercial and industrial zoning districts - **not** located in a planned center)

Facade dimensions:

(Only required for NS/UV/MPD Zoning Districts and special request pedestrian-oriented projects)

Will the sign have lighting? Internal Lighting External Lighting No Lighting

Is the sign visible from Georgia Highway 400? Yes No

Will the sign utilize an existing branch circuit? Yes No

Will the sign include the installation of underground electrical power? Yes No

Will the sign include the installation of an electrical service meter? Yes No

Is the sign attached to the ground and dependent on the ground for support? Yes No

Value of proposed sign or the value of the modification to existing sign:

F. BUILDING PERMIT:

Once this **sign** application is reviewed for conformance with the Sign Ordinance and approved, the applicant will need to continue to make application for a **building permit** from the Building Permit Division - this may require additional contractor information and may require commercial plan review. The Building Permit division issues building permits for signs. Please contact the permitting staff regarding contractor requirements.

Copy of Public Liability Insurance Certificate Required at time of permit (Ordinance Section 3.8)

FOR ANY MONUMENT SIGN OR ANY SIGN CONNECTED TO ELECTRICAL POWER, IT IS A VIOLATION TO WORK WITHOUT FIRST OBTAINING A BUILDING PERMIT.

LICENSED CONTRACTORS ARE REQUIRED FOR INSTALLATION.

Sign Permit Fees

| <u>Value</u> | <u>Permit Fee</u> |
|--------------------------|--|
| \$0 to \$3,000.00 | \$15 |
| \$3,000.01 to \$4,000.00 | \$20 |
| \$4,000.01 to \$5,000.00 | \$25 |
| \$5,000.01 to \$6,000.00 | \$30 |
| Over \$6,000.00 | Add \$5 for every additional thousand in value |

Note: Additional \$50 for all signs that have an electrical connection; there will also be a fee for commercial plan review if applicable.



G. BANKCARD TRANSACTION FORM

Transaction cannot be processed unless all information necessary for a complete review is submitted. *Note: this payment is for the sign review fee only.*

Sign devices for up to 10 days Review Fee \$25.00 per application
All other Sign Types Review Fee \$50.00 per application (per sign)

**** DO NOT FAX OR EMAIL THIS FORM ****
- HAND DELIVER OR MAIL ONLY -

Type of Card: VISA MASTERCARD

Payment amount:

Bankcard number:

Expiration date of card (mm/yy):

Card Validation (ccv) (Required)

- 3 digit code on back of card:

Name on bankcard:

Billing zip code (Required) :

Contact person:

Contact email:

Contact phone #:

Bankcard transaction forms to be shredded promptly upon payment entry.

H. ELECTRICAL SUB-CONTRACTOR AFFIDAVIT - SIGN PERMIT

This affidavit is for signs involving work that is required to be performed by a licensed electrician in accordance with O.C.G.A. Chapter 14 of Title 43.

This is to certify that I am responsible for the electrical installation and compliance with the National Electric Code for the installation of the permitted work. In the event of any changes in my status on this application, I understand that I will be held responsible for the job until the Department of Planning & Community Development has been notified, in writing, of said change.

Forsyth County Business License / Registration #

Printed Name: Date:

Phone #

Company Name:

Company Address:

Georgia Electrical Contractor License #

Sign Permit #

(Not required if submitting this form simultaneously with sign permit application)

Signature of **Licensed Electrician**: _____

FOR MONUMENT SIGNS PLEASE CONFIRM CONTRACTOR LICENSING REQUIREMENTS WITH PERMITTING OR INSPECTION STAFF.

Please review the Sign Ordinance , Section 4.15 *Electronic Message Board* performance standards.