Planning and Development
4385 Pecan Street
P.O. Box 39
Loganville, GA 30052
Tel: 770-466-2633
Fax: 770-554-5556

_____
Date of Application
_____
Date of Acceptance

APPLICATION FOR SIGN PERMIT

(Separate application required for each sign)

PLEASE PROVIDE DRAWING OR RENDERING OF PROPOSED SIGN

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

_____
PERMIT #

SIGN LOCATION

Address _____ Business/Tenant/Name _____
Sign Owner's Name _____ Phone Number _____

PROPERTY OWNER INFORMATION

Name _____ Phone Number_____
Address _____ City/State/ Zip _____

Attach written permission of Property Owner or Management Agent

CONTRACTOR INFORMATION

Name _____ Business License # _____
Address _____ City/State/Zip _____
Contact Person _____ Phone Number _____

SIGN INFORMATION

Type: □ Freestanding □ Building □ Project Entrance □ Banner

Gross Building or Tenant _____sq.ft. Sign Dimensions_____ Face Area _____ sq. ft.
Value $ _____ Height* _____ ft. Display Period (banner) ___ /___ /_____ to ___ /___ /_____
Lighting**: □ Internal □ External □ None
Master Signage Plan: □ No □ Yes Project Name _____

*Freestanding monument signs over 4 feet in height require Building Permit
**Lighted signs require Electrical Permit
Attach scaled site plan for freestanding, project entrance and banner sign or elevation drawing for building sign
Attach details for foundation, footings, materials, electrical and engineering calculations (if required)

APPLICANT'S CERTIFICATION

The applicant shall be responsible from the date of the permit, or from the time of the beginning of the first work, whichever shall be the earlier, for all injury or damage of any kind resulting from this work, whether for basic services or additional services, to persons or property. The applicant shall exonerate, indemnify and save harmless the City from and against all claims or actions, and all expenses incidental to the defense (including death) to persons or property caused or sustained in connection with the performance of this permit or by conditions created thereby or arising out of or anyway connected with the work performed under the permit or for any and all claims for damages under the laws of the United States or of Georgia arising out of or in any way connected with the acquisition of and construction under the permit and shall assume and pay for, without cost to the City, the defense of any and all claims, litigation, and actions, suffered through any act or omission of the applicant or any subcontractor or anyone directly or indirectly employed under the supervision of any of them.

I HEREBY CERTIFY THAT I HAVE EXAMINED AND UNDERSTAND ALL INFORMATION IN THIS APPLICATION AND THAT THE ABOVE STATEMENTS AND INFORMATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. THE WORK TO BE PERFORMED SHALL COMPLY WITH ALL PROVISIONS OF APPLICABLE LAWS AND ORDINANCES WITH WHETHER SPECIFIED HEREIN OR NOT. FAILURE TO COMPLY OR FALSE STATEMENTS SHALL BE GROUNDS FOR REVOCATION OF PERMIT.

_____
Signature of Applicant (Applicant is: Owner / Tenant / Contractor)

FOR OFFICIAL USE ONLY

Sign Permit is: □ Approved □ Denied Reasons for Denial _____
Approved by: _____ Date _____ **Permit Fee $**_____
Date Paid _____ Check # _____ Receipt # _____ Taken by:_____