



# CITY OF NORCROSS' STEPS TO OBTAINING AN OCCUPATIONAL TAX CERTIFICATE

- 1. CONFIRM THE LOCATION:** In order to confirm that the potential location you have selected is within Norcross city limits, please contact the Community Development Department at 678-421-2027. Please have the complete address and suite available when you call. Also, if any construction activity will be done at the proposed location, let us know and we will inform you of the construction process.
- 2. COMPLETE THE BUSINESS REGISTRATION APPLICATION:** This form requires a variety of general information about the business, such as what the business does, what is the address and who is the primary contact. We will also confirm if the proposed location is correctly zoned for the business type. The filing fee for the Business Registration Application is \$75.00. Incomplete applications will not be accepted/processed. **NOTE: THE BUSINESS NAME LISTED ON THE BUSINESS REGISTRATION AND FIRE MARSHAL CERTIFICATE OF OCCUPANCY MUST MATCH BEFORE THE BUSINESS LICENSE WILL BE ISSUED.**
- 3. CONFIRM ACTIVE UTILITIES:** If the location has not had active utilities (electric, water and heating) in the past 6 months, you will need to coordinate with the specific tradesmen to pull utility activation permits and schedule utility inspections. ***The Change of Occupancy inspection cannot occur without active utilities.*** Certain locations within the City have electric provided by Norcross Electric. City utilities require a deposit, photo ID of the proprietor and a copy of the lease for the business location. While at the General Government Administration (GGA), City Hall 1st floor, they will be able to assist you with any questions. Additionally, any modifications to the building structure or systems (HVAC, Electric, Low Voltage, Plumbing) will require a separate building permit. Obtain a permit before beginning any work.
- 4. SCHEDULE INSPECTIONS:** The city will confirm that the location meets the minimum occupancy requirements, (running water, heating, etc.,) and that the building appears to be in compliance with current codes through a Change of Occupancy inspection. City inspections can be scheduled by calling 770-448-7988. See Step 3 above before scheduling the Change of Occupancy inspection.
- 5. GWINNETT COUNTY FIRE MARSHAL APPROVAL:** Before the City will issue the Change of Occupancy Certificate, the applicant ***must submit a Gwinnett County Fire Marshal Office (GCFMO) Certificate of Occupancy.*** A personal appearance is required at the Gwinnett County Planning and Development Department, located in the One Justice Square Building at 446 West Crogan Street, Suite 150, Lawrenceville, GA. Sign in for Fire Plan Review, Monday through Thursday between 8:00am and 4:00 pm or Friday between 9:00am and 4:00pm. The GCFM will charge a review fee separate from fees charged by the City of Norcross. The GCFMO's number is 678-518-6000
- 6. GWINNETT COUNTY STORMWATER/WATER/SEWER REVIEW(GCS/W/S) APPROVAL:** The following establishments should consult with GCS/W/S for compliance: 1) any type of food service (restaurants, ice cream shops, coffee shops, bakeries, meat markets, delis, day care facilities, assisted living establishments, grocery stores, mini-marts, schools, hospitals, cafeterias, etc.), 2) new buildings, 3) medical or dental facilities, 4) automotive facilities/car washes, 5) coin laundries, 6) food/drink processors, 7) high water users, 8) any industrial or manufacturing activity. ***Additionally, all business locations are required to confirm the current status of the backflow prevention test.*** Contact GCS/W/S directly at 446 West Crogan Street, Suite 150, Lawrenceville, GA, call 678-376-4213 or email [dwrbackflow@gwinnettcounty.com](mailto:dwrbackflow@gwinnettcounty.com). Forward any correspondence to [Robert.patrick@norcrossga.net](mailto:Robert.patrick@norcrossga.net). The GCS/W/S may charge review fees that will be separate from fees charged by the City of Norcross.



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7. **STATE APPROVALS:** The following uses or activities will need to obtain additional approvals from the State of Georgia:

Activity	Agency	Telephone Number	Internet Search
Food Service	Gwinnett County Environmental Health	770-963-5132	Gwinnett County Environmental Health
Childcare Facilities	Bright From the Start	404-657-5562	Bright From the Start
Food Sales	Agricultural Department	404-656-3627	Georgia Department of Agriculture Food Safety

The specific State agencies may charge review fees that will be separate from the fees charged by the City of Norcross.

**Gwinnett County Environmental Health (GCEH)** issues permits/approvals for the following types of facilities; tourist accommodations, food service establishments, swimming pools, and body art studios (tattoos and body piercing). Permits/approvals are required for new construction, change of ownership, change of name, or re-modeling. Also, GCEH issues permits/approvals for commercial and residential septic system installations and additions to properties with existing septic systems. Their hours of operation are Monday to Friday from 8:00am to 5:00pm. They are located at 455 Grayson Highway, Suite 600 Lawrenceville, GA 30046. Applications are reviewed within 8-10 business days. Follow this link to access GCEH's fee schedule, applications and other documents.

<http://www.gnrhealth.com/services/environmental-health-index>

***The City of Norcross will only release the Change of Occupancy Certificate upon receipt of approval directly from the GCEH.***

**Bright From the Start** should be contacted for any business activity that involves children being left under the care of the business.

**State of Georgia Agriculture Department (AG)** issues permits/approval for grocery stores, bakeries or any food related business where the majority of the revenue is derived from the sale of food products intended for consumption at a later date. Their hours of operation are Monday to Friday 8:00 am to 4:30 pm. They are located at 1195 Jesse Jewell Parkway Gainesville, Georgia 30501. Follow this link to review AG's website: <http://www.agr.georgia.gov/district-offices.aspx>



# CITY OF NORCROSS' STEPS TO OBTAINING AN OCCUPATIONAL TAX CERTIFICATE

8. **CHANGE OF OCCUPANCY ISSUED:** When the location passes all required inspections, and all approval documents are submitted, the City will issue the Change of Occupancy Certificate.
9. **COMPLETE THE OCCUPATIONAL TAX PACKET:** With the issued City of Norcross Change of Occupancy Certificate, go to the General Government Administration (GGA), City Hall 1st floor, and complete the Occupational Tax Certificate packet. The critical items to complete in this packet are A) the Business License application, B) Norcross Police Department Emergency Contact Information form, C) the Owner's and Applicant's Affidavit, D) the Lawful Presence Affidavit and E) the Acknowledgement Statement. The telephone number for GGA is 770-448-2122.
10. **SOLID WASTE:** All businesses are required to apply for City of Norcross solid waste services. While at General Government Administration (GGA), City Hall 1st floor, they will be able to assist you with any questions and set up your account.
11. **BUSINESS LICENSE ISSUED:** There are additional fees for the business license which are based on the number of employees and the date of application. Once the above items have been completed (Steps 1-9) and the business license fees paid, the City will issue the business license. Per the city code, please post the certificate, along with any other applicable registration documentation, in a conspicuous location near the main entry location for your business.
12. **OTHER ITEMS:** If you plan to A) install signage or advertising devices, or B) display merchandise outside your building, you must contact the Community Development Department, 678-421-2027, for applications and zoning information prior to any installation, changes or commencing activity as permits are required.

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After reviewing the business registration application for permit number \_\_\_\_\_, located at \_\_\_\_\_ the following items need to be addressed before the business license can be issued:

Required: Yes No

- 1)   Request a city inspection
  - a. Call 770-448-7988 by 4pm of the current business day and leave a message
  - b. Be sure to leave your permit number, address and suite, your name and contact number.
  - c. The inspector's hours of inspection and plan review are:
    - i. Monday, Wednesday and Friday 12-4pm
    - ii. Tuesday and Thursday 9am-1pm
- 2)   Request a fire marshal inspection going to the Gwinnett County Fire Marshal's Office located at 446 West Crogan Street, Suite 150
  - a. Once the inspection has passed, email or hand deliver the Fire Marshal Certificate of Occupancy to City Hall or [Robert.patrick@norcrossga.net](mailto:Robert.patrick@norcrossga.net)
- 3)   Confirm the status of the backflow prevention valve.
  - a. Send an email to [dwrbackflow@gwinnettcounty.com](mailto:dwrbackflow@gwinnettcounty.com)
  - b. The email should ask the following question: "What is the current status of the backflow prevention valve"
  - c. Forward their response to [Robert.patrick@norcrossga.net](mailto:Robert.patrick@norcrossga.net) and this requirement will be completed
- 4)   Submit a copy of the business owner's driver's license
  - a. Can be submitted in person or by email to [Robert.patrick@norcrossga.net](mailto:Robert.patrick@norcrossga.net)
- 5)   For State of Georgia licensed trades and professions
  - a. Submit a copy of the state license
  - b. Can be submitted in person or by email to [Robert.patrick@norcrossga.net](mailto:Robert.patrick@norcrossga.net)
- 6)   For any establishment that prepares or serve food
  - a. Provide a copy of the Gwinnett County Green Sheet approval
  - b. Can be submitted in person or by email to [Robert.patrick@norcrossga.net](mailto:Robert.patrick@norcrossga.net)
- 7)   For any establishment that prepares or serves food
  - a. The City of Norcross only receives Gwinnett Environmental Health Department approvals directly from the Health Department.
- 8)   Final steps
  - a. Complete the rest of the business license packet
  - b. Bring the completed packet and a copy of the lease agreement to City Hall
  - c. If everything is complete, the City will issue the business license
- 9) If any at stage in the process you decide to not obtain the business license, please send an email to [Robert.patrick@norcrossga.net](mailto:Robert.patrick@norcrossga.net) with the permit number in the subject line and statement indicating the withdrawal of the application.



# CITY OF NORCROSS BUSINESS REGISTRATION AND CHANGE OF OCCUPANCY APPLICATION

65 Lawrenceville Street, Norcross, Georgia 30071 Phone: 678-421-2027 Fax: 770-242-0824

## BUSINESS INFORMATION

Business Name: \_\_\_\_\_

Doing Business As Name: \_\_\_\_\_

Business Address: \_\_\_\_\_ Suite: \_\_\_\_\_ Parcel ID#: \_\_\_\_\_ Zoning: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Suite: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Expected Opening Date: \_\_\_\_\_ Is this a business renewal?  Yes  No

This business  is located in a standalone suite/building or  is sharing tenant space with an existing business.

This application is for one of the following:  New Application  Change of Ownership  Change of Address

Change of Business Name  Change of Business Activity

## BUSINESS DESCRIPTION

- |  |  |   |                                     |
|--|--|---|-------------------------------------|
| <input type="checkbox"/> ADULT ENTERTAINMENT       | <input type="checkbox"/> AUTOMOTIVE          | <input type="checkbox"/> ANIMAL CLINIC      | <input type="checkbox"/> CHILDCARE  |
| <input type="checkbox"/> ALCOHOL DISTRIBUTION      | <input type="checkbox"/> EDUCATION: ARTS     | <input type="checkbox"/> RENTAL: SUPPLIES   | <input type="checkbox"/> DAYCARE    |
| <input type="checkbox"/> CONTRACTOR/TRADESMAN      | <input type="checkbox"/> EDUCATION: PRIVATE  | <input type="checkbox"/> RETAIL: SALES      | <input type="checkbox"/> FIREARMS   |
| <input type="checkbox"/> EDUCATION: VOCATIONAL     | <input type="checkbox"/> FINANCIAL: FDIC     | <input type="checkbox"/> RETAIL: SERVICES   | <input type="checkbox"/> INDUSTRIAL |
| <input type="checkbox"/> OFFICE: BUSINESS SERVICES | <input type="checkbox"/> FINANCIAL: NON-FDIC | <input type="checkbox"/> SERVICES: BUSINESS | <input type="checkbox"/> MEDICAL    |
| <input type="checkbox"/> OFFICE: PROFESSIONAL      | <input type="checkbox"/> HOTEL/MOTEL         | <input type="checkbox"/> SERVICES: PERSONAL | <input type="checkbox"/> PAWN       |
| <input type="checkbox"/> PETSHOP & GROOMING        | <input type="checkbox"/> INSTITUTIONAL       | <input type="checkbox"/> PRECIOUS METALS    | <input type="checkbox"/> WHOLESALE  |
| <input type="checkbox"/> RESTAURANT W/ ALCOHOL     | <input type="checkbox"/> RECORDING STUDIO    | <input type="checkbox"/> TRANSPORTATION     | <input type="checkbox"/> OTHER      |
| <input type="checkbox"/> RESTAURANT W/O ALCOHOL    | <input type="checkbox"/> RELIGIOUS           | <input type="checkbox"/> JEWELRY            |                                     |
| <input type="checkbox"/> WAREHOUSE/DISTRIBUTION    | <input type="checkbox"/> FOOD/GROCERY STORES |   |                                     |

Provide a complete description the economic activity for the proposed business location: \_\_\_\_\_

Provide a copy of the following 1) Business Owner's Driver's License, 2) any State License or Registration Numbers

## BUSINESS OWNER INFORMATION

Ownership Type:  Sole Proprietor  Partnership  Limited Partnership  Corporation  LLC  Non-profit

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_ Suite: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Partner/Owner or  Contact Person:

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_ Suite: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_





# CITY OF NORCROSS BUSINESS REGISTRATION AND CHANGE OF OCCUPANCY APPLICATION

65 Lawrenceville Street, Norcross, Georgia 30071 Phone: 678-421-2027 Fax: 770-242-0824

**I. Will the proposed business activities include any of the following:**

- |     | Yes                      | No                       |   |
|-----|--------------------------|--------------------------|---|
| 1.  | <input type="checkbox"/> | <input type="checkbox"/> | Outdoor storage, outdoor work or outdoor display?   |
| 2.  | <input type="checkbox"/> | <input type="checkbox"/> | Install outdoor storage containers or temporary buildings?  |
| 3.  | <input type="checkbox"/> | <input type="checkbox"/> | Adult entertainment, the depiction, display or featuring of specified anatomical areas?   |
| 4.  | <input type="checkbox"/> | <input type="checkbox"/> | Discharging waste other than domestic waste in the sewer?   |
| 5.  | <input type="checkbox"/> | <input type="checkbox"/> | Discharging waste, waste water or rinse water to the ground, street or storm drain?   |
| 6.  | <input type="checkbox"/> | <input type="checkbox"/> | The manipulation of human soft tissues?   |
| 7.  | <input type="checkbox"/> | <input type="checkbox"/> | Bailment of personal property as security for any debt or engagement, redeemable upon certain terms and with the power of sale on default?                |
| 8.  | <input type="checkbox"/> | <input type="checkbox"/> | The exchange of gold, silver, platinum, or alloys containing gold, silver, or platinum or the exchange of jewelry, gems or stones for any value of money? |
| 9.  | <input type="checkbox"/> | <input type="checkbox"/> | Automotive repair, maintenance or installation of parts and tires?  |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | Automotive painting or body work?   |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | Automotive parts sales, including tires?  |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | Automotive rental, sales or brokerage?  |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | Washing of any equipment or vehicles?   |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | Selling and/or serving alcohol?   |
| 15. | <input type="checkbox"/> | <input type="checkbox"/> | Food and/or beverage (alcohol and non-alcohol) service?   |
| 16. | <input type="checkbox"/> | <input type="checkbox"/> | Arcade machines, pool tables or other amusement devices? If so, how many? _____   |
| 17. | <input type="checkbox"/> | <input type="checkbox"/> | Dance floor?  |

**II. Does the building or tenant space for the proposed business require any of the following:**

- |    | Yes                      | No                       |  |
|----|--------------------------|--------------------------|--|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | Installation of a grease trap; or is one already installed? (Food Service/Sales) |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | Installation or changing of signage on the building or property ground sign?     |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | Installation of window signage?  |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | Any interior or exterior alterations or construction?                            |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | The installation, repair or replacement of equipment?                            |

**III. Has the proposed business completed the following:**

- |    | Yes                      | No                       |  |
|----|--------------------------|--------------------------|--|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | Setup of sanitation service with the City of Norcross <b>(required for all businesses)</b> ? |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | Obtained a Food Service Permit from GC Environmental Health? (Food Service)                  |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | Obtained a Food Sales Establishment Permit from State Agriculture? (Food Sales)              |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | Obtained approval from GC Water & Sewer?   |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | Obtained approval from the GC Fire Marshal's Office?   |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | Established active utilities (electric, water & gas)?  |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | Does the tenant space provide drinking water?  |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | Does the tenant space provide warm water?  |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | Does the tenant space provide heating?   |

**IV. For the proposed business tenant space provide square footage for the following areas:**

- |    |                          |                          |  |
|----|--------------------------|--------------------------|--|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | Total building or tenant space area: _____   |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | Office area: _____   |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | Retail area: _____   |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | Warehouse, storage and/or assembly/manufacturing area: _____                                 |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | How many seats will be provided (applies only to food service & assembly occupancies)? _____ |

**BUSINESS OWNER'S SIGNATURE**

Signature

Date





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To obtain an Occupational Tax Certificate, follow the instructions below.

Return the Following Completed Documents

1. The Occupational Tax Application form and New Business form.
2. The Emergency Information form.
3. Owner/Applicant Affidavit **(to be completed if owner of said business is not the one completing the application package).**
4. Home Occupation Code **(to be completed for home based businesses only)**
5. Sign Permit Application **(to be completed only if a sign is to be posted)**
6. Call the Gwinnett County Fire Plan and Review Office and request a fire inspection of the business location. After the Fire Marshal issues the Certificate of Occupancy (Fire Marshall C.O., not a building C.O.) attach the C.O. to the application. If the Fire Marshal C.O. is not attached, the application will not be processed. The Fire Plan and Review Office telephone number is 678-518-6000. If you are a restaurant, deli, convenience store or sell open food in any way, you must have an inspection by the Gwinnett Co. Environmental Health Department ([www.gwinnetthealth.com](http://www.gwinnetthealth.com)) and their telephone number is 770-963-5132.

Please Note: The Fire Marshal inspection does not apply to Home Occupations, multi-use office space where there are not permanent walls or partitions erected.

If you have any other questions, please call 770-448-2122

**65 Lawrenceville Street \* Norcross, Georgia 30071**  
**Telephone: (770) 448-2122 \* Fax: (770) 448-5945 \*Police Department (770) 448-2111**  
**Website [www.norcrossga.net](http://www.norcrossga.net)**





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## NEW CITY OF NORCROSS BUSINESS INFORMATION

This package contains the following information:

- Business License Application
- Commercial Utility Service (**Must use City's current sanitation provider**)
- Sign Ordinance
- Sign Permit Application

Please review each item carefully.

### Acknowledgement Statement

I have received this package of information from the City of Norcross.

---

Name

---

Date



MAP REFERENCE / LAND LOT # \_\_\_\_\_

**PLEASE RETURN ALL COPIES TO**

**OCCUPATION TAX DEPT.  
CITY OF NORCROSS**  
65 Lawrenceville Street  
Norcross, Georgia 30071  
770-448-2122



CERTIFICATE NO.	_____
NAICS NO.	_____
SYSTEM NO.	_____
FEE	_____
DATE	_____

**MAILING ADDRESS**

**BUSINESS NAME & LOCATION IF DIFFERENT FROM MAILING ADDRESS**

\_\_\_\_\_  
BUSINESS NAME

\_\_\_\_\_  
IN CARE OF

\_\_\_\_\_  
STREET OR P.O. BOX

\_\_\_\_\_  
CITY, STATE & ZIP

\_\_\_\_\_  
TELEPHONE    FED ID NO.

\_\_\_\_\_  
BUSINESS NAME

\_\_\_\_\_  
STREET OR P.O. BOX

\_\_\_\_\_  
CITY, STATE & ZIP

\_\_\_\_\_  
DATE BUSINESS ESTABLISHED

**NUMBER OF EMPLOYEES:** \_\_\_\_\_ **BUSINESS IN RESIDENCE**  yes  no  
**DESCRIBE NATURE OF BUSINESS:** \_\_\_\_\_  
**CIRCLE ONE:**    CORPORATION                  SOLE OWNERSHIP                  PARTNERSHIP

LIST NAMES AND ADDRESSES OF OWNERS  
 IF BUSINESS IS SOLE OWNERSHIP OR  
 PARTNERSHIP

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A non prorated administrative fee of \$50.00 shall be required on all business and occupation tax accounts. This fee is in addition to the Employee Tax Liability Fee. The tax rate shall be determined by number of employees for each business, trade, or profession. Any new business, trade, profession or occupational tax after July 1<sup>st</sup> of each year shall be charged one-half (1/2) of the annual occupation tax imposed on such business, trade, profession or occupation.

<b>Number of Employees</b>	<b>Occupation Tax Due:</b>
1 Employee	\$50.00
2 Employees	\$60.00
3-9 Employees	\$60.00 + \$15 per employee over 2
10-99 Employees	\$165.00 + \$12.60 per employee over 9
100-499 Employees	\$1,299.00 + \$10.40 per employee over 99
500 or more Employees	\$5,459.00 + \$7.40 per employee over 499

Professionals shall elect as their entire occupation tax one that is based on number of employees or a fee of \$400 per practitioner who is licensed to provide the service.

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT    DATE: \_\_\_\_\_

\_\_\_\_\_  
PRINTED NAME OF APPLICANT

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
ZONING APPROVAL  
COMMUNITY DEV.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPROVED BY COMM. DEVELOPMENT,  
ALL PERMITS ON FILE AND/OR REQUIRED

\_\_\_\_\_  
DATE





# NORCROSS POLICE DEPARTMENT

## BUSINESS WATCH REGISTRATION FORM

Please **PRINT LEGIBLY** or **TYPE** the following information:

Business Name: \_\_\_\_\_ Date: \_\_\_\_\_

Business License #: \_\_\_\_\_ Alarm Company: \_\_\_\_\_ Alarm Type: \_\_\_\_\_

Business Address: (Street) \_\_\_\_\_ (Suite) \_\_\_\_\_

Mailing Address: (Street) \_\_\_\_\_ (Suite) \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

Business Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_

Business Owner's Name: \_\_\_\_\_

Business Owner's Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Business Email Address: \_\_\_\_\_

Manager's Name: \_\_\_\_\_

### 24-Hour (day / night) Local Emergency Contacts:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Preferred Method of Contact: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Normal Business Hours: \_\_\_\_\_

Video Surveillance: **Yes / No** If yes, **inside / outside / both** (circle applicable)

Please fax or email completed form to the Norcross Police Department  
770-448-2253 or [businesswatch@norcrosspd.com](mailto:businesswatch@norcrosspd.com)

Do you wish to receive NIXEL Community Alerts and Advisories by phone and / or e-mail?  Yes  No

**Office Use** Sticker #: \_\_\_\_\_ Date Entered into directory: \_\_\_\_\_





**OWNER/APPLICANT AFFIDAVIT**

Please **PRINT** or **TYPE** all information

**PART 1 – OWNER’S AFFIDAVIT**

I hereby certify that I am the legally authorized owner of all property involved in this application or have been empowered to sign as the owner on behalf of a corporation, partnership, business, etc., as evidenced by separate instrument attached herewith. I hereby grant to the applicant of this form full power to sign all documents related to this application, including any conditions or mitigation measures as may be deemed necessary.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_ at \_\_\_\_\_, Georgia  
(Date) (City)

Owner’s Signature \_\_\_\_\_, Print Owner’s Full Name \_\_\_\_\_

**\*\*\*Please include a copy of a government issued ID\*\*\***

**PART 2 – APPLICANT’S AFFIDAVIT**

I hereby certify that the statements furnished above and in the attached exhibits represent the data and information required for this initial evaluation and that the facts, statements and information presented are true and correct to the best of my knowledge and belief. Further, should the stated information be found false or insufficient, I agree to the return of this form for appropriate revisions, understanding that the City of Norcross cannot process this form until all applicable information is corrected or provided by the applicant. I hereby certify that I have been legally authorized by the owner to present this application and to sign on behalf of all documents related to this application, including any conditions or mitigation measures as may be deemed necessary. **Note:** When the applicant is a corporation, partnership, business etc., a separate document verifying the authorization to sign for such applicant is required.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_ at \_\_\_\_\_, Georgia  
(Date) (City)

Applicant’s Signature \_\_\_\_\_, Print Applicant’s Full Name \_\_\_\_\_



## SECURE AND VERIFIABLE DOCUMENTS

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

- A United States passport or passport card
- A United States military identification card
- A driver's license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer
- An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer
- A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at:  
[http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/ind\\_ex.htm](http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/ind_ex.htm)
- A United States Permanent Resident Card or Alien Registration Receipt Card
- An Employment Authorization Document that contains a photograph of the bearer
- A passport issued by a foreign government
- A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard
- A Free and Secure Trade (FAST) card
- A NEXUS card
- A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card
- A driver's license issued by a Canadian government
- A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561)
- A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570)



**E-VERIFY AFFIDAVIT**

Customer # \_\_\_\_\_

**For Employers with 10 or fewer employees**

Private Employer Exemption Affidavit Pursuant To O.C.G.A. § 36-60-6(d)

By executing this affidavit, the undersigned private employer verifies that it is exempt from compliance with O.C.G.A. § 36-60-6, stating affirmatively that the individual, firm, or corporation employs ten (10) or fewer employees and is not required to register with and/or utilize the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6.

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_\_, 201 in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Printed Name of Exempt Private Employer

\_\_\_\_\_  
Signature of Exempt Private Employer or Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Person Executing Affidavit

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**For Employers with more than 10 employees**

Private Employer Affidavit of Compliance Pursuant To O.C.G.A. § 36-60-6(d)

By executing this affidavit, the undersigned private employer verifies its compliance with O.C.G.A. § 36-60-6, stating affirmatively that the individual, firm or corporation has registered with and utilizes the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 36-60-6. Furthermore, the undersigned private employer hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Private Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_\_, 201 in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

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SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

www.USCIS.gov/everify

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

**Please have this form notarized** prior to submitting it to the City of Norcross General Government Administration Dept.





CITY OF NORCROSS APPLICATION FOR COMMERCIAL UTILITY SERVICE

NEW APPLICATION FOR SERVICE: YES ( ) NO ( )

OR

TRANSFER SERVICE: YES ( ) NO ( ) TRANSFER ACCOUNT #: \_\_\_\_\_

DATE OF APPLICATION: \_\_\_\_\_ SERVICE EFFECTIVE (NEXT DAY): \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_ BUS. TEL #: \_\_\_\_\_

FED TAX ID NO: \_\_\_\_\_ ALTERNATE TEL #: \_\_\_\_\_

SERVICE ADDRESS: \_\_\_\_\_

CITY, STATE & ZIP: \_\_\_\_\_

MAILING ADDRESS (IF DIFFERENT FROM SERVICE ADDRESS): \_\_\_\_\_

OCCUPATION TAX REGISTRATION NO.: \_\_\_\_\_

PERSON COMPLETING THIS APPLICATION (PRINT PLEASE): \_\_\_\_\_

TITLE (PRINT PLEASE): \_\_\_\_\_

PERSON (S) AUTHORIZED TO MAKE CHANGES ON ACCOUNT:

\_\_\_\_\_  
(PLEASE INDICATE TITLE/POSITION NEXT TO EACH NAME)

CONTACT PERSON IN CASE OF EMERGENCY: \_\_\_\_\_

(PLEASE INCLUDE A VALID PHONE NUMBER AND ADDRESS)

WHERE TO PLACE DUMPSTER: \_\_\_\_\_

SIZE OF DUMPSTER REQUESTED: \_\_\_\_\_

**THE UNDERSIGNED SEVERALLY AND UNCONDITIONALLY GUARANTEE THE PAYMENT OF ALL AMOUNTS WHEN DUE.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

DEPOSIT AMOUNT:

ELECTRIC: \$ \_\_\_\_\_

DUMPSTER: \$ \_\_\_\_\_

TOTAL PAID: \$ \_\_\_\_\_

RECEIPT NUMBER: \_\_\_\_\_

NAME OF EMPLOYEE ACCEPTING APPLICATION: \_\_\_\_\_





GENERAL GOVERNMENT ADMINISTRATION DEPARTMENT

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DEAR NEW UTILITY CUSTOMER:

Welcome to the City of Norcross. The choice you have made to reside here is an excellent one and we hope you will like it here. It is necessary to inform you that **prompt** and full payment is required once you receive your utility bill. This is required in order to pay our suppliers and to ensure that rates do not go up for our paying customers.

Attached are the general provisions that cover utility services. We would like you to take a few moments to review these rules and if you have any questions please ask. The most important points to remember are that payments are due by the 15<sup>th</sup> of the month and a late fee of 10% will be applied after that date. Failure to pay by 5:00pm on the 15<sup>th</sup> will result in discontinuance of service after notice is served. The cost of serving you a notice will be an additional five (\$5.00) dollars. If payment has not been received by 10:00am on cut-off day, an additional fifty (\$50.00) dollars will be automatically added your account.

If paying by mail, you must make sure we have received your payment (we do not go by post mark dates). We are not responsible for any payments that are not received on time due to problems with the mail. Also, if for some reason you do not receive a bill, you are still responsible for payment by 5:00pm on the 15<sup>th</sup>. You should call the City if you do not receive a bill by the 2<sup>nd</sup> of the month.

Once again, welcome to the City of Norcross and let us know of any problems, concerns or suggestions of how to better serve you.

**Please check each box below indicating that you have read and understand the information contained in this letter:**

- Payment is due by 5:00pm on the 15<sup>th</sup>
- Additional \$50.00 will be added on cut-off day if payment has not been received by 10:00am
- Mail received in the office after 5:00 pm on the 15<sup>th</sup> regardless of post mark will be access late charges and notice fees.
- Not receiving my bill, does not relieve me of my payment

Please sign below stating you are familiar with the rules and provisions regarding the supply of utility services in the City of Norcross.

\_\_\_\_\_  
(Signature of Applicant)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Print Name of Applicant)



# GAS SOUTH

## Establish Service Request Form

This form is used to establish natural gas service with Gas South, LLC.

Today's date: \_\_\_\_\_ Desired Turn on Date: \_\_\_\_\_

New Customer Name (this will be the name in which the gas service account will be established):

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

e-mail Address:

\_\_\_\_\_

Service Address:

\_\_\_\_\_

\_\_\_\_\_

Billing Address: (if different from one noted above)

\_\_\_\_\_

\_\_\_\_\_

Social Security Number:

\_\_\_\_\_

**Please choose ONE of the following rate plans.**

- Introductory Variable Rate
- 12 Month Fixed Rate
- 6 Month Fixed Rate
- I am a Senior Citizen over the age of 65.

**Please select ONE of the following options.**

- Customer Will be Home
- Call 30 Minutes Before Service Appointment

**Referring Rep**

\_\_\_\_\_

Gas South will use the above information to establish service in the customer's name.

I hereby authorize Gas South to be my natural gas company and enroll me on the selected Rate Plan or Pay-As-You-Go Variable Rate Plan, subject to credit approval. This offer is subject to Gas South's terms and conditions, including a credit check at the time of enrollment. By signing this document you hereby authorize Gas South to perform a credit check and establish your natural gas service with Gas South. Your customer service fee will be \$5.95 or \$9.95 per month (\$3.95 for qualified seniors), subject to credit approval. All residential rate plans are also subject to taxes and Atlanta Gas Light (AGL) charges. The start date is subject to acceptance by AGL. Customer will be provided with an enrollment package within seven days of Gas South's receipt of confirmation from AGL that service has begun with Gas South.

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Signature of Applicant\*

\_\_\_\_\_

Date

Upon receipt, a Gas South representative will process the service request in accordance with our internal policies. We will contact the customer via email or phone to confirm the date and scheduled service activation. Gas South will also contact the customer in the event that we cannot accept the customer for service, or if we need additional information to complete the enrollment.



City of Norcross  
Solid Waste Rate Schedule

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<b>Residential</b> (one time a week p/u)	\$13.50 per month per cart
<b>Limit 1</b> @95 gallon cart and 5 bags	
<b>All current residential property owners residing in the property who are age sixty-two (62) years old and older free service from the Franchisee.</b>	
<b>Recycling</b>	No additional charge
<b>Commercial</b> (cart p/u one time a week)	\$27.08 per month per cart
<b>Corrugated Cardboard Recycling</b>	\$62.65 per month one time a week

**FRONT END LOADER SERVICE**

	<b>Deposit Required:</b>		<b>Amount equal to first and last month</b>				
	1x/Wk	2x/Wk	3x/Wk	4x/Wk	5x/Wk	6x/Wk	7x/Wk
2yd	\$54.52	\$91.24	\$129.39	\$167.68	\$204.44	\$242.75	\$276.55
4yd	\$71.30	\$123.26	\$174.00	\$223.70	\$277.36	\$328.24	\$370.00
6yd	\$89.98	\$158.43	\$226.87	\$295.32	\$363.78	\$432.22	\$500.66
8yd	\$108.64	\$195.74	\$282.88	\$370.00	\$507.90	\$544.22	\$631.33

**ROLL-OFF PROGRAM**

	<b>Deposit Required:</b>	<b>\$500.00 per open top container</b>
10 Yard Open Top	Rental per month	\$152.59
	Haul/Disposal	\$254.45
20 Yard Open Top	Rental per month	\$152.59
	Haul/Disposal	\$280.02
30 Yard Open Top	Rental per month	\$152.59
	Haul/Disposal	\$359.05
40 Yard Open Top	Rental per month	\$150.59
	Haul/Disposal	\$438.03

**COMPACT PROGRAM**

Deposit required: \$700.00 on rental units    \$350.00 on Customer owned units

30 Yard Compactor	Rental per month	\$402.17
	Haul/Disposal	\$359.05
35 Yard Compactor	Rental per month	\$402.17
	Haul/Disposal	\$404.37
40 Yard Compactor	Rental per month	\$402.17
	Haul/Disposal	\$459.07

**NOTE:** On temp. C&D open tops \$44.80 per ton over the cost of the haul/disposal cost  
 On perm. Open tops and compactors, anything over 4 tons is \$44.80 per ton  
 \$78.59 misc. charge will be applied for dumpster relocation  
 Fee applied for extra p/u of dumpsters





# SIGN PERMIT APPLICATION

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

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## 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.: \_\_\_\_\_





# SIGN PERMIT APPLICATION

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

APPLICATION No.: \_\_\_\_\_

## SIGN INFORMATION

Select the type of sign being applied for:  New Wall  Existing Panel Exchange  Projecting  
 Commercial Real Estate  Monument  Other: \_\_\_\_\_

**NOTE: REFER TO SPECIFIC ADDENDUM SHEETS ATTACHED BELOW FOR GUIDELINES**

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

Sign wording/graphics: \_\_\_\_\_

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): \_\_\_\_\_

The maximum height of this sign above street level will be: \_\_\_\_\_

Width of the building or suite facing the right-of-way: \_\_\_\_\_ (Wall Sign)

Width of the property facing the right-of-way: \_\_\_\_\_ (Ground Sign)

Will the sign incorporate day-glow colors?  Yes  No

Will the sign incorporate non-English language letters or characters?  Yes  No

If yes, attach a notarized statement attesting the English translation.

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: \_\_\_\_\_





# SIGN PERMIT APPLICATION

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

APPLICATION No.: \_\_\_\_\_

## 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 and sample.
- For all applications submit a copy of the business license and insurance card for the sign company and/or installation company.
- Submit a notarized translation if sign will contain a language other than English.
- 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/OWNER REPRESENTATIVE'S SIGNATURE

By signing this application, 1) the property owner or owner's representative hereby grants permission for the placement or maintenance of the sign, 2) you are agreeing that you have read the City of Norcross Sign Ordinance and related codes, and 3) agree to obtain an electrical permit for any and all electrical, which may now or in the future serve the above-mentioned sign, 4) any sign installed prior to issuance of permit is subject to double permit fees.

Signature

Date

## APPLICANT'S SIGNATURE

Signature

Date

Please note: All new monument sign applications must be submitted by the 3<sup>rd</sup> Monday of the month in order to be reviewed by the Architectural Review Board which meets on the 3<sup>rd</sup> Monday of the following month.

## 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: \_\_\_\_\_





# SIGN PERMIT APPLICATION

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

ARB Meeting Date: \_\_\_\_\_

## MONUMENT SIGN ADDENDUM SHEET

- 1) The highest point of the proposed monument sign will be \_\_\_\_\_ feet above street level and \_\_\_\_\_ feet above ground level (code allows for the sign structure to be 6 feet above street level but no higher than 10 feet above ground level).
- 2) Attached is a topographical cross section or elevation view reflecting the sign height in relation to the street.  Attachment enclosed.
- 3) Attached is a scaled plat map of the property which bears the proposed location of the sign.  Attachment enclosed.
- 4) Attached is a scaled rendering of the sign showing all dimensions.  Attachment enclosed.
- 5) 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
- 6) 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.
- 7) 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.
- 8) The proposed monument sign will use the following colors and materials:

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







Sec. 115-5. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Flag means a piece of fabric or other flexible material solely containing distinctive colors, patterns, standards, words or emblems used as the symbol of an organization or entity.

Light-emitting diode (LED) means a semiconductor diode that emits incoherent narrow-spectrum light when electrically biased in the forward direction of the p-n junction, as in the common LED circuit. This effect is a form of electroluminescence

Sign means and includes every outdoor advertising device, billboard, poster, panel, statuary, freestanding ground sign, sign painted on or affixed in any manner to a wall, window, marquee, awning or canopy, and shall include any announcement, declaration, demonstration, display, ribbon, banner, illustrations or insignia used to advertise or promote the interests of any person, group, organization, corporation or other legal entity, when the same is placed in view of the general public traveling along a public street right-of-way.

Sign area means the smallest square, rectangle, triangle, circle, or combination thereof, which encompasses the entire sign, inclusive of any border and trim but excluding the base, apron, supports, and other structural members.

Sign, awning, means a sign located on a roof-like cover extending before a place as a shelter and which may be used in lieu of a wall sign.

Sign, billboard, means a stanchion sign with a sign area greater than 181 square feet.

Sign, business or institution identification, means a sign that may give the name and address of a business or institution that is located on the premises on which the sign is placed, as well as the nature of its activity.

Sign, freestanding, means a sign securely affixed to a steel support structure which is permanently attached to the ground and wholly independent of any building for support, such as monument or stanchion signs.

Sign height is measured to the highest portion of the sign, including any molding, trim, border or frame.

Sign, monument, means a freestanding sign mounted directly upon the ground. Such sign may not be attached to or be a part of or supported by the building in or to which the sign applies.

Sign, portable, means any sign which is manifestly designed to be transported, including by trailer or on its own wheels, even though the wheels of such sign may be removed and the remaining chassis or support constructed without wheels is converted to an A- or T-frame sign or attached temporarily or permanently to the ground.

Sign, reader board, means any sign that is designed so that its letters and numbers can be changed.

Sign, stanchion, means a freestanding sign mounted on one or more steel poles set in the ground and of sufficient strength and size to support the advertisement portion of such structure which rests upon or is supported by such poles.

Sign, temporary, means a sign of a nonpermanent nature.

Sign, wall, means a sign applied or mounted to the wall or surface of a building or structure. The total lettering on one side of a building or structure shall constitute one wall sign.

## ARTICLE VI. - SIGNS<sup>21</sup>

### Sec. 115-183. - Findings and purpose.

The city finds that signs provide an important medium through which persons may convey a variety of noncommercial and commercial messages. However, left completely unregulated, signs can become a threat to public safety as a traffic hazard and a detriment to property values, as well as create an aesthetic nuisance. By enacting the ordinance from which this article is derived, the City Council intends to:

- (1) Balance the rights of persons to convey their messages through signs and the right of the public to be protected against the unrestricted proliferation of signs;
- (2) Protect the public health, safety, and welfare of the citizens and others within the city;
- (3) Reduce traffic hazards, pedestrian hazards, and other hazards;
- (4) Promote and maintain the aesthetic qualities of the city;
- (5) Protect property values by minimizing the possible adverse effects and visual blight caused by signs;
- (6) Promote economic development;
- (7) Ensure the fair and consistent enforcement of sign regulations;
- (8) Promote the stated purposes of the city ordinance, as amended, which are expressly incorporated herein; and
- (9) Promote the stated purposes of the standard building code, as adopted and modified by the city, which are expressly incorporated herein.

(Ord. No. 08-2010, part I, 5-3-2010)

### Sec. 115-184. - General provisions.

- (a) The requirements in this chapter shall apply to any sign for which a sign permit is required, or are otherwise regulated by this chapter.
  - (1) It is unlawful for any person to post, display, alter the structure, or erect a sign without a sign permit or temporary sign permit, or as otherwise permitted in this chapter subject to conditions, design regulations and standards.
  - (2) A change to the copy of a sign or advertising device shall not constitute an alteration.
- (b) All applicable wall and ground/monument signage shall meet the building construction requirements of section H of the Uniform Building Code and applicable electrical codes, per subsection 103-56(13) of the Municipal Code as adopted by the city.
  - (1) All permanent ground mounted signage is required to be of monument design with in-ground mounting construction.
  - (2) All monument signs over four feet in height shall be required to provide an engineered seal and apply for a building permit with the Community Development Department of the city.
  - (3) Applicable electrical permits shall be required for panel exchanges and new signs with internal lighting mechanisms.
- (c) Individual or aggregate window signs are limited to 20 percent of the glazed surface area, inclusive of windows and doors, per building, suite or tenant space.
  - (1) Window signs are considered separate from the square footage allocation for wall signs.
  - (2) Hand-written window signage is prohibited.
- (d) Any on-premises sign used to identify or describe a business, a commercial establishment or a nonresidential establishment or any commercial product or service offered therein shall contain the street number, the official street name, and the establishment name in English letters and Arabic numbers of a size equivalent to the predominant size of the letters and numbers on the sign.
  - (1) This section is adopted in order to aid in the identification and location of businesses and other commercial establishments in the city, for police, fire, and other emergency responses, and to avoid confusion and delay in response to such emergencies.
  - (2) This section shall apply to any sign which is erected, constructed, crafted or modified after the effective date of the ordinance from which this subsection is derived (June 7, 1999).

- (e) All on-premises and off-premises signs used to identify or describe a business, a commercial establishment or a nonresidential establishment or any commercial product or service that use words in a language other than English, where the English translation of such words does not appear on the sign, shall be prohibited unless a sworn affidavit is filed with the Community Development Department to provide the city with the complete translation of any foreign words not translated in English on the sign.
  - (1) The affidavit must be from a person other than the owner of the business, or the commercial establishment or nonresidential establishment who is competent to translate the foreign words.
  - (2) Nothing in this section shall be construed to prohibit the use of foreign words or characters which are proper nouns which have no English translation as long as they do not contain unconstitutionally obscene language or advertise an illegal activity.
  - (3) This section is adopted in order to aid in the identification of businesses and other commercial establishments in the city, for police, fire, and other emergency responses, and to avoid confusion and delay in response to such emergencies and to protect the public health, morals and welfare from the display of unconstitutionally obscene language and the advertisement of illegal activities.
  - (4) This section shall apply to any signs which are erected, constructed, crafted or modified after the effective date of this subsection [May 3, 2010].
- (f) Two-sided and/or multifaced ground signs, including "V"-shaped signs, are permitted only with the following conditions:
  - (1) Angles of each side do not exceed 60 degrees;
  - (2) Text is limited to placement on only two sign faces;
  - (3) Face on the interior sides of any sign with an open angle of less than 60 degrees must be painted a solid color or stain to match visible portions of sign, and remain void of any decoration, image, logo, text or other identifying features.
- (g) For properties with multiple road frontages, in association with applications for the principal entry monument sign for an individual freestanding nonresidential building on a lot, or multitenant buildings within a planned commercial center, office/business park or industrial park, a conditional allowance may be granted subject to approval by the Community Development Director or designee on a case-by-case basis. The following conditions must apply for such determination to be made:
  - (1) The road frontage along the roadway with primary vehicular visibility is less than the roadway with secondary vehicular visibility, and the following factors exist:
    - a. The principal building(s) front on, and derive direct access into their parking areas from the roadway with secondary vehicular visibility;
    - b. Direct access into the parking areas of the property are not derived from the roadway with primary vehicular visibility; and
    - c. Due to topographic, right-of-way setback, site layout, building orientation, roadway visibility, or other physical conditions, the primary entry monument sign must be placed on the roadway with primary vehicular visibility rather than the roadway with direct access and building frontage.
  - (2) Upon review and consideration of the above factors, the Community Development Director or designee may grant up to 50 percent of the allowable sign face square footage allocation associated with the lineal roadway frontage of the secondary roadway to be transferred to the sign face square footage allocation associated with the lineal roadway frontage of the primary roadway.
- (h) Signs must be in accordance with the standards and regulations of any zoning overlay district as stipulated in subsection 115-93(k), Redevelopment Overlay Zone (RAOD), or one which may later be adopted, with the exemption of existing signs made non-conforming by enactment of the subject overlay.
- (i) Applicant shall be required to restore the wall/facade material to aesthetic conformance with its original color and texture on the surface area beneath a wall/facade mounted sign which is to be removed, modified or be replaced by a new sign.
  - (1) Improvements must be completed within 30 days of the removal of the existing sign prior to installation of the new signage.
  - (2) Property owner shall be responsible for retrofit of facade surface to original condition in the case of abandoned commercial signs which have been discontinued for a period of more than 90 days and are required to be removed.

- (j) Upon expiration of a special use permit for places of religious worship, property owner shall be required to remove signage identifying name of religious institution within 30 days of vacancy of property.
- (k) The city shall be empowered to remove, or cause to be removed, at the owner's expense, all prohibited signs and/or signs not meeting the requirements and conditions of this chapter.

(Ord. No. 08-2010, part I, 5-3-2010)

Sec. 115-185. - Signs exempt from the provisions of this section.

The following types of signs are exempt from the sign permit requirements of this article, unless otherwise expressly prohibited under section 115-186. However, all of these signs shall abide by the height and dimensional requirements as specified in this article and all applicable building codes.

- (a) Nonilluminated temporary freestanding advertising or special message signs located on a residential or nonresidential lot having an aggregate sign area of 16 square feet or less.
  - (1) Acceptable materials include nondurable flexible plastic or corrugated plastic sign face mounted on a nonpermanent metal or wood in-ground support foundation.
  - (2) Each such sign may not exceed four square feet in size;
  - (3) Number of signs [is] limited to:
    - a. One temporary sign per detached or attached single-family residential unit on an individual lot.
    - b. For attached multifamily residential properties in the RM and DCD districts, one temporary sign per each 50 linear feet of perimeter roadway frontage, not to exceed four signs total per lot.
    - c. One temporary sign per each suite or tenant space within a multitenant nonresidential commercial center or business park.
    - d. For properties with a freestanding nonresidential building on a single road frontage—One temporary sign per each 50 linear feet of roadway frontage, not to exceed four signs total per lot.
    - e. For properties with a freestanding nonresidential building with multiple road frontages—One temporary sign per each 50 linear feet of roadway frontage on each roadway, not to exceed four signs total per side;
  - (4) Height is limited to four feet above the grade level of the adjacent street to which the sign is located or three feet above ground level, whichever is greater.
  - (5) No sign shall be located closer than ten feet to the back of curb of a public roadway, and not within the public right-of-way.
  - (6) Any commercial message on a sign located on any lot in any residential district must be related to the physical premises on that lot.
    - a. Such a message may be deemed related to the physical premises on the lot if it indicates the provider of services to or regarding the premises.
    - b. Signs in association with a permitted home occupation are prohibited.
    - c. Should any new zoning district be created that incorporates any residential use, this section shall apply to such new district, unless otherwise stated in the ordinance creating the new zoning district.
- (b) Signs for the sole purpose of displaying street numbers as may be required by other code sections and other signs required by law.
- (c) Banners on utility poles for city sanctioned events, as defined by the adopted temporary sign permit policy.
- (d) One official sign per road frontage, as required by the state, identifying vehicle emissions inspection stations licensed by the state.
- (e) Temporary celebratory banners placed on residentially zoned property, limited to no more than 24 square feet in size, individually attached to a pole, mast, arm or other structure, with an effective time limitation of ten days.

(Ord. No. 08-2010, part I, 5-3-2010)

Sec. 115-186. - Signs prohibited in city.

The following types of signs are prohibited everywhere within the city:

- (1) Any sign that, by reason of its shape, position or color, may be confused with an authorized traffic sign or signal.
- (2) Any sign containing the word "stop," "look," "danger," or other similar word that may mislead and confuse traffic.
- (3) Any sign with flashing green, red, amber or other lights that may be confused with a traffic signal.
- (4) Any sign that is attached to a tree, fence post or utility pole, official street sign or marker, traffic pole or similar device, or is attached to or painted on a rock or other natural object.
- (5) Any sign located within a public right-of-way unless it is an official street name sign, traffic sign or signal or other official sign.
- (6) Roof signs, except legal temporary signs.
- (7) Any sign placed or erected on a property without the permission of the owner.
- (8) Signs rotating at greater than six revolutions per minute.
- (9) Advertising or signage displayed on courtesy benches, trash cans and similar devices.
- (10) Animated signs involving motion or sound.
- (11) Exterior exposed neon signs including neon used to attract attention such as outlining a building or building feature.
- (12) Reserved.
- (13) Interior neon signs exceeding four square feet in total dimension that are visible from the public right-of-way, including neon signs located in a window of a building, suite or individual tenant in a nonresidential zone. The permitted four square feet of interior neon signage is included within the allowed 20 percent allocation for window signage.
- (14) Portable, i.e. trailer, sidewalk, sandwich, curb and "A" type signs.
- (15) Multifaced "V"-shaped signs with angles exceeding 60 percent in width.
- (16) Signs which contain words, pictures, or statements which are obscene, as defined by O.C.G.A. § 16-12-80.
- (17) Signs which do not conform to applicable building and electrical codes.
- (18) Streamers and inflatable objects, other than permitted temporary signs.
- (19) Signs advertising a home occupation business conducted on the premises on a residential lot.
- (20) Abandoned commercial signs. Commercial signs (including sign structures) shall be deemed abandoned if the business, service or commercial transaction to which it relates has been discontinued for 90 days.
- (21) Any sign that is structurally unsound, or is a hazard to traffic or pedestrians.
- (22) Dilapidated or neglected signs. A sign (including sign structure) will be dilapidated or neglected if it does not present a neat and orderly appearance, which may be manifested by the following: rust or holes on or in the sign or sign structure; or broken, missing, loose or bent parts; faded or flaking paint; nonoperative or partially nonoperative illuminating or mechanical devices or missing letters in sign copy.
- (23) Signs which interfere with road or highway visibility or obstruct or otherwise interfere with the safe and orderly movement of traffic or which otherwise pose a hazard to traffic due to structural deficiencies in the structure of such signs.
- (24) Signs which advertise any activity, service, or product prohibited by the laws or regulations of the United States or the state or by the ordinance or resolutions of the county. This section shall not prohibit signs promoting the legalization of any matter presently prohibited by federal, state, or local law.
- (25) Signs which obstruct any fire escape, any means of egress or ventilation or shall prevent free passage from one part of a roof to any other part thereof, as well as signs attached to any fire escape.

(Ord. No. 08-2010, part I, 5-3-2010)

Sec. 115-187. - Signs permitted in any zoning district.

Matrix 1 identifies the types of signs permitted in the city:

Section 115-187. Signs permitted in any zoning district

TYPE OF SIGN PURPOSE OR USE	MAXIMUM HEIGHT	SETBACK FROM RIGHT-OF-WAY	MAXIMUM SIZE PER SIGN ALLOWED	QUANTITY & TYPE PERMITTED	BUILDING PERMIT REQUIRED
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*Signs Requiring Permit from Community Development Department*

*Business or institution signs for individual establishments, offices, shops, etc. not within a planned office, commercial or industrial center*

Primary Wall Identification Signage installed on an Individual Building on an Individual Lot.	Not greater than height of wall. May be placed on canopy. Not to extend above roofline.	Located on building facade. Building setback shall apply.	Equal to the width of the face of the building times a factor of two. Unless the building fronts on two or more streets it shall be considered to have only one face. Where frontage on multiple roadways exists, each frontage is allocated a maximum square footage allowance.	Where building has only one face, signage may be placed on the sides of the building but the total signage area shall not exceed the square footage allocation based on the building face alone. Materials include wood, metal or metal laminate (corrugated prohibited) and PVC or similar material encased in a frame structure.	No
Monument Sign—Primary Business Identification for an Individual Building on an Individual Lot.	Six feet above street level or ten feet above ground level.	Minimum ten feet from right-of-way, within setback.	<ol style="list-style-type: none"> <li>1. Not to exceed 50 square feet on one side, maximum two sides, for road frontage up to and not exceeding 500 linear feet.</li> <li>2. 100 square feet on one side, maximum two sides, for road frontage between 501 and 1,000 linear feet of road frontage.</li> <li>3. 150 square feet on one side, maximum two sides, for road frontage between 1,001 and 1,500 linear feet of road frontage.</li> </ol>	<a href="#">One monument sign structure per street frontage, not to exceed maximum square footage as determined by linear roadway footage. *See note for special exemption and conditions as set forth in subsection 115-184(g)</a>	A separate building permit required for monument signs exceeding four feet in height

<i>Business or institution signs for individual establishments, offices, shops, etc. within a planned commercial center</i>					
Primary Wall Identification Signage for an Individual Tenant within a Planned Commercial Center.	Not greater than height of wall. May be placed on canopy. Not to extend above roofline.	Located on building facade. Building setback shall apply.	Equal to the width of the face of the tenant space times a factor of two.	Signage may be placed on the sides or rear of the building, but the combined total signage area shall not exceed the square footage allocation based on the width of tenant space formula.	No
Shared Monument Sign—Primary Business Identification for Multiple Tenants in a Planned Commercial Center.	Six feet above street level or ten feet above ground level.	Minimum ten feet from right-of-way, within setback.	<ol style="list-style-type: none"> <li>1. Not to exceed 50 square feet on one side, maximum two sides, for road frontage up to and not exceeding 500 linear feet.</li> <li>2. 100 square feet on one side, maximum two sides, for road frontage between 501 and 1,000 linear feet of road frontage.</li> <li>3. 150 square feet on one side, maximum two sides, for road frontage between 1,001 and 1,500 linear feet of road frontage.</li> </ol>	One monument sign structure per street frontage, not to exceed maximum square footage as determined by linear roadway footage. <i>*See note for special exemption</i>	A separate building permit required for monument signs exceeding four feet in height

*Business or institution signs for individual establishments and offices, etc. within a planned office center, industrial or business park*

<p>Primary Wall Identification Signage for an Individual Tenant within a Planned Office Center, Industrial or Business Park.</p>	<p>Not greater than height of wall. May be placed on canopy. Not to extend above roofline.</p>	<p>Located on building facade. Building setback shall apply.</p>	<p>Equal to the width of the face of the tenant space times a factor of two.</p>	<p>Signage may be placed on the sides or rear of the building, but the combined total signage area shall not exceed the square footage allocation based on the width of tenant space formula. Materials include wood, metal (corrugated prohibited) and PVC or similar encased in frame structure.</p>	<p>No</p>
<p>Shared Monument Sign—Primary Business Identification for Multiple Tenants in a Planned Office Center, Industrial or Business Park.</p>	<p>Six feet above street level or ten feet above ground level.</p>	<p>Minimum ten feet from right-of-way, within setback.</p>	<p>1. Not to exceed 50 square feet on one side, maximum two sides, for road frontage up to and not exceeding 500 linear feet.                  2. 100 square feet on one side, maximum two sides, for road frontage between 501 and 1,000 linear feet of road frontage.                  3. 150 square feet on one side, maximum two sides, for road frontage between 1,001 and 1,500 linear feet of road frontage.</p>	<p><a href="#">One monument sign structure per street frontage, not to exceed maximum square footage as determined by linear roadway footage. *See note for special exemption and conditions as set forth in subsection 115-184(g)</a></p>	<p>A separate building permit required for monument signs exceeding four feet in height</p>

<i>Other signage requiring a sign permit</i>					
Church Bulletin Board—Monument ground sign, with interchangeable letters or panels.	Six feet above street level or ten feet above ground level.	Minimum ten feet from right-of-way within setback.	Not to exceed 50 square feet on one side, maximum two sides.	One per property. May be illuminated with indirect lighting only. Electronic readerboard sign prohibited.	A separate building permit required for monument signs exceeding four
Subdivision, Neighborhood, Planned Shopping Center, Office Complex, Industrial Park or Business Park Monument Identification Sign.	Maximum eight feet above street level or three feet from ground level, whichever is greater.	Minimum ten feet from right-of-way within setback.	Each sign face not to exceed 40 square feet in area.	Not more than two nonilluminated or indirectly illuminated monument signs per project. Required to be separated by a distance of not less than 300 linear feet between signs.	A separate building permit required for monument signs exceeding four feet in height
On-Premises Directional Signs, with Company Logo Identification, including Exit/Entrance, Shipping/Receiving, and Do Not Enter.	Four-foot height limitation.	Minimum ten feet from right-of-way, within setback.	Not to exceed three square feet in area.	No limit specified. May be mounted on wall, or single pole mounted.	No

*Signs Not Subject to a Sign Permit from Community Development Department*

Official street name, traffic direction or other official signs.	Per state and federal regulations.	Permitted in right-of-way.	Per state and federal regulations.	As necessary for public safety, health and welfare.	No
Temporary Single-Family Residential Property Real Estate Signs advertising the sale, lease or rental of property.	Sign face maximum height three feet above ground level.	Minimum ten feet from right-of-way within setback.	Not to exceed six square feet.	One per single-family residential property.	No
Temporary Real Estate Signs advertising the sale, lease or rental of property outside of the Traditional Norcross Character Area as established by the 2006 Norcross Architectural and	Maximum eight feet above ground level.	Minimum ten feet from right-of-way within setback.	Not to exceed 20 square feet per side, or one square foot per five feet of roadway frontage, whichever is less. Maximum two sides per sign.	One sign per road frontage for property as shown on the 2030 Comprehensive Plan or official Zoning Map as other than single-family residential. Double pole support permitted. Single pole support structure prohibited.	No
<a href="#">Temporary Real Estate Signs advertising the sale lease or rental of property within the Traditional Norcross Character Area as established by the 2006 Norcross Architectural and Site Design Standards Manual and design</a>	Maximum eight feet above ground level.	Minimum ten feet from right-of-way within setback.	Not to exceed 20 square feet per side, or one square foot per five feet of roadway frontage, whichever is less. Maximum two sides per sign.	<a href="#">One sign per road frontage for property as shown on the 2030 Comprehensive Plan or official Zoning Map as other than single family residential. Must meet section 115-190 requirements for size, height and maintenance.**</a>	<a href="#">Requires Administrative ARB review and approval. Must meet design standards as set forth in subsection 115-189(d).</a>

Temporary Construction and Development Signs, located on a property under development.	Maximum eight feet above street level or three feet from ground level, whichever is greater.	Minimum ten feet from right-of-way within setback.	Sign may be single- or double-sided, based on placement on lot. The combined area of all sign faces on the property may not exceed 180 square feet. Double pole support is permitted. Single pole support structure is prohibited.	One sign per street frontage. May be illuminated or indirectly illuminated, giving the names of persons or firms engaged in the undertaking of a project or giving the name of the project or other information pertinent to the project while under construction.	No
Temporary Directional or Information Signs of	Sign face maximum height three feet above ground level.	Minimum ten feet from right-of-way within setback.	Not to exceed four square feet.	One per property, not to exceed four total.	No
On-Premises Credit Card and Bank Instant Teller Identification Signs, limited to illumination during	Mounted on machines or on building at location of machines.	Minimum ten feet from right-of-way within setback.	Maximum three square feet per card or six square feet total area.	Number limited by size of each sign, not to exceed six square feet of sign area total.	No
On-Premises Directional Signs, without Company Logo, including Exit/Entrance, Shipping/Receiving, and Do Not Enter.	Four-foot height limitation.	Minimum ten feet from right-of-way within setback.	Not to exceed three square feet in area.	No limit specified. May be mounted on wall, or single pole mounted.	No
Window Signage, including interior neon signage.	Located on glazed surface of building facade.	Building setback shall apply.	Not to exceed 20 percent of glazed window or door surface. Interior neon signage limited to a maximum of four square feet or as allowed per standard proportion above.	Window signage is considered as separate from the total wall signage square footage allocation and is determined based on total square footage of glazed surfaces only.	No
Additional Signage for Convenience Stores and Service Stations with Pump Islands.	Located on canopy face and/or spreader bars on pump.	Building setback for pump island shall apply.	Canopy signs, limited to eight square feet per sign. Spreader bar signs (signs located under canopy over pump islands) not to exceed four.	Two signs per canopy face. Spreader bar, two signs per spreader bar.	No

Wall Signs for Accessory Car Wash Separate from Convenience Store or Service Station on Same Lot.	Not greater than height of wall. Not to extend above roofline.	Located on building facade. Building setback shall apply.	Maximum eight square feet each sign.	Maximum two signs per structure.	No
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**Note:** All signage proposed within the Traditional Norcross Character Area as depicted in the 2006 Norcross Architectural and Site Design Manual is subject to additional design standards per section 185-190.

[\\* Special Exemption: For properties with multiple road frontages, where the road frontage along the roadway with primary visibility is less than the roadway with secondary visibility, up to 50 percent of the allowable square footage sign allocation from the secondary roadway may be transferred to the primary roadway square footage sign face allocation, subject to approval on a case by case basis by the Community Development Director or designee and establishment of conditions as set forth in subsection 115-184\(g\).](#)

\*\* Administrative certificate of appropriateness review and approval required by Community Development Director or designee. Must meet design standards as established in subsection 185-189(d).

(Ord. No. 08-2010, part I, 5-3-2010; Ord. No. 16-2012, 6-4-2012)

Sec. 115-188. - Temporary signs.

- (a) The following types of signs or advertising devices shall be allowed by issue of a temporary sign permit allowing establishment of this type advertising event. Each temporary sign permit allows for one of the following types of temporary signs per event:
  - (1) Balloons or streamers. Inflatable and gas filled devices are prohibited.
  - (2) Flags or banners beyond the limits allowed in section 115-191.
    - a. Banners are limited to 32 square feet in size and may be double sided.
    - b. The location and means of mounting must be clearly depicted on the temporary sign permit application.
  - (3) Noncommercial displays and devices related to religious holiday celebrations such as nativity scenes, colored sashes, Christmas trees, novelty candles and snowflakes, menorahs, etc.
  - (4) Temporary outdoor activity or temporary outdoor retail sales and display events, as regulated in article IX, chapter 8 of the Norcross Municipal Code.
- (b) Temporary signage is limited to a period not exceeding 15 consecutive days.
  - (1) Temporary sign permit periods are limited to four times within a calendar year and 90 days between applications, issued for the same business/institution, inclusive of temporary signage in association with a temporary outdoor activity or temporary outdoor retail sales and display event.
  - (2) The 15-day limitation on temporary signage associated with a permitted temporary outdoor activity shall be waived to allow temporary signage to run concurrently only with the permitted term of the specific temporary outdoor activity as stipulated in subsection 8-318(g)(1) of the Norcross Municipal Code, subject to Community Development Director approval.
- (c) A fee as established by the City Council of \$10.00 shall be charged for each temporary sign permit.
- (d) Noncommercial displays and devices related to religious holidays, otherwise in conformance with the regulations outlined in this section, are permitted without need for permit for the immediate seven days preceding, the day of and the day after the holiday.
- (e) The city shall be exempted from temporary sign regulation and fees including, but not limited to: size, placement and duration of display; when displaying informational and directional temporary signs related to city-sponsored and/or city-sanctioned events.

(Ord. No. 08-2010, part I, 5-3-2010)

Sec. 115-189. - Billboards.

Billboards shall be permitted subject to the following restrictions:

- (1) Billboards may be permitted within the M-1 district if located on properties that are adjacent to principal arterials, major arterials or state or national highways. Billboards shall be prohibited along Parkways or roads designated as residential arterials as shown in the Gwinnett County Comprehensive Plan.
- (2) Billboards shall not be placed within 500 feet of a dwelling, residential zoning district, city building, church, school, daycare, park, cemetery, or right-of-way of a Parkway.
- (3) No billboards shall be located closer than 1,250 feet from another billboard; except that any billboard located on a parcel of land which is directly adjacent to Interstate 85 shall have a separation of at least 500 feet from any other billboard located on the same side of Interstate 85.
- (4) Billboards shall not be less than 1,250 feet from the limits of any overlay zoning district, including Gwinnett County overlay zoning districts, where they are prohibited, or from any other billboard in any direction, on either side of the same right-of-way or along another right-of-way.
- (5) Billboards shall be completely independent of any building or other structure, excluding the sign structure.
- (6) Billboards shall meet the area, public street frontage, side yard, and rear yard requirements of the zoning district in which located.
- (7) The maximum sign area of all display surfaces shall not exceed 700 square feet per sign structure. For double-faced signs, these maximum sign areas shall apply to each side of the sign structure.
- (8) No billboard shall contain more than one face per side, nor more than two sides; provided, however, that no sign face may be located above another sign face.
- (9) The maximum height and minimum front yard setback from the street right-of-way for billboards are:

Sign Face in One Direction	Maximum Height	Minimum Front Yard Setback
350 square feet or greater	70 feet if adjacent to I-85	75 feet
350 square feet or greater	40 feet (all other roads)	75 feet
300—349 square feet	30 feet	50 feet

(Ord. No. 08-2010, part I, 5-3-2010; Ord. No. 16-2012, 6-4-2012; Ord. No. 03-2013, § 3, 3-4-2013)

**Editor's note**— Ord. No. 03-2013, § 3, adopted March 4, 2013, changed the title of § 115-189 from "Billboard or oversized signs" to "Billboards."

Sec. 115-190. - Signs in Norcross Traditional Character Area.

In order to provide historical continuity in the geographic area within the city which appears on the U.S. [National] Register of Historic Places and is known as the historical district, all signs located within the Traditional Norcross Character Area per the 2006 Norcross Architectural and Site Design Standards Manual shall be governed by the following provisions:

- (a) A historical district sign, including lighting, should be in keeping with the turn-of-the-century architecture generally represented in the historic district. Such sign should identify the name of the business and/or the product or service provided and should be in proportion with and visually loaded to the architectural character of the building, restrained in size and no larger than necessary for adequate identification.
- (b) All monument signs (ground signs with permanent foundations) must be reviewed and approved by the Architectural Review Board and must obtain a building permit prior to installation.
- (c) In reviewing and approving signs within the Traditional Norcross Character Area, the Community Development Department may refer to the Historic District Study of 1987, the Town Center Study of 2001, and the 2006 Norcross Architectural and Site Design Standards which are incorporated herein by reference.
  - (1) In addition to the requirements set forth in sections 115-185, 115-186 and 115-187, a sign permit shall be obtained by the submission of a drawing or sketch of the proposed signage to the Community Development Department for written approval. Such drawing or sketch shall be of sufficient detail and accuracy to permit an informed review.
  - (2) Prior to the issuance of a permit, the sign permit application shall be approved by the Community Development Department.
  - (3) Denial of the permit may be appealed to the Mayor and Council.
- (d) Temporary real estate signs over four feet in height must apply for administrative certificate of appropriateness approval with the Community Development Director or designee, and meet the following design requirements:
  - (1) The sign face shall keep the same display area square footage;
  - (2) The sign face shall be rotated to present a vertical orientation twice as tall as it is wide;
  - (3) The sign background shall have a darker hue than the lettering on the sign;
  - (4) The sign's posts shall be colored to match the sign background;
  - (5) The applicant shall add newel caps or other decorative tops to the sign posts;
  - (6) The lettering of the sign shall be a script with an historic aesthetic.
- (e) Subject to the grandfather clause provision set forth in subsection (f), the following signs shall not be allowed within the Traditional Norcross Character Area:
  - (1) Signs painted directly on exterior walls of a building or structure.
  - (2) Roof-mounted signs.
  - (3) Outdoor advertising signs (e.g., billboards).

- (4) Neon signs and other internally lighted signs, with the exception of an internal window sign not to exceed 20 percent of the total glazed area of windows and doors.
- (5) Reader board or other signs exhibiting motion and electronic text changes.
- (f) The lawful use of any sign existing at the time of the enactment or amendment of this section may be continued, even though such sign does not conform to the provisions of this section, except that the nonconforming sign shall not be changed, altered or replaced except in conformance with this section.
- (g) One projecting sign per building face shall be allowed for properties in the C3, Central Business district.
  - (1) Projecting signs shall not exceed nine square feet in area and shall be held away from the building no more than six inches and project no more than a total of three and one-half feet or one-quarter of the sidewalk, whichever is less.
  - (2) Projecting signs shall have a minimum clearance of eight feet six inches from the bottom of the sign to the sidewalk.
  - (3) All permitting requirements of this section shall apply to projecting signs.
- (h) City-owned and maintained informational reader boards may be allowed to contain digital messages for the purposes of providing public information in the most efficient and timely manner. The information provided on the reader board shall not contain flashing, animations or movement as part of the message. The reader board revision or new construction shall be reviewed by the Architectural Review Board for a recommendation to the Mayor and City Council.

(Ord. No. 08-2010, part I, 5-3-2010; Ord. No. 22-2012, 9-4-2012)

Sec. 115-191. - Flags.

- (a) All flags shall be displayed on purpose-built, professionally fabricated flagpoles, which may be vertical or mast-arm flagpoles.
  - (1) In nonresidential districts, flagpoles shall not exceed the allowed height provided for a structure or building in the applicable zoning district or 50 feet.
  - (2) The flagpoles in residential districts shall not exceed 25 feet in height or the height of the primary structure on the lot, whichever is less.
- (b) Flag dimensions.
  - (1) The maximum dimensions of any flag shall be proportional to the flagpole height.
  - (2) The hoist side of the flag shall not exceed 20 percent of the vertical height of the flagpole.
  - (3) In addition, flags are subject to the following limitations:

Pole Height	Maximum Flag Size (Total Square Feet)
Up to 30 feet	30 square feet
31 to 50 feet	60 square feet
51 feet and greater	150 square feet

- (c) Each lot or parcel shall be allowed a maximum of three flagpoles.
- (d) A maximum of two flags shall be allowed per flagpole.
- (e) Flags displaying a logo, message, statement, or commercial message and banners not meeting the definition of a flag contained herein shall conform to all applicable ordinances pertaining to signs.

- (f) A vertical flagpole must be set back from all property boundaries a distance which is at least equal to the height of the flagpole.
- (g) Flags and flagpoles shall be maintained in good repair, and to the extent applicable shall be in compliance with the building code. Flagpoles with broken halyards shall not be used and flags which are torn or frayed shall not be displayed.
- (h) On officially designated county, state, or federal holidays, there shall be no maximum flag size or number or other limitations on display.
- (i) This section shall not be construed to restrict the right to display eligible flags as banners or noncommercial signage, as provided elsewhere in this article.

(Ord. No. 08-2010, part I, 5-3-2010)

Sec. 115-192. - Nonconforming signs.

- (a) The lawful use of a permanent sign existing at the time of the adoption of the ordinance from which this article is derived may be continued in nonconformance with the requirement of this article, except that the nonconforming sign shall not be enlarged, altered, modified, improved or rebuilt.
  - (1) A nonconforming sign may be repaired to the extent necessary to maintain it in a safe condition and neat and orderly appearance.
  - (2) A change in the advertising message on the sign shall not constitute an alteration or modification of the sign.
  - (3) Routine maintenance and changing of copy shall be permitted as long as such maintenance or changing of copy does not result in or change the shape, size or design.
- (b) No structural repair or change in shape, size or design, shall be permitted except to make a nonconforming sign comply with all requirements of this chapter or to render the sign structurally sound.
- (c) A nonconforming sign may not be removed by an act of the owner and later replaced by another nonconforming sign.

(Ord. No. 08-2010, part I, 5-3-2010)

Sec. 115-193. - Illumination of signs.

- (a) No sign shall give off light which glares, blinds or has any other such adverse effect on traffic or adjacent properties.
  - (1) The light from an illuminated sign shall be established in such a way that adjacent properties and roadways are not adversely affected and that no direct light is cast upon adjacent properties and roadways.
  - (2) No illuminated sign shall be constructed or maintained within 75 feet of the property line of any single-family residential lot.
- (b) No sign shall have blinking, flashing, or fluctuating lights or other illuminating devices which have a changing light intensity, brightness or color.
- (c) Colored lights shall not be used at any location or in any manner so as to be confused with or construed as traffic control devices. Neither direct nor reflected light from primary light sources shall create a hazard to operators of motor vehicles.
- (d) Signs located within any residential district may only be indirectly illuminated.

(Ord. No. 08-2010, part I, 5-3-2010)

Sec. 115-194. - Maintenance and appearance of signs.

- (a) All signs shall be maintained in good condition, so as to present a quality and orderly appearance.
  - (1) Signs shall be considered neglected or dilapidated signs if the following conditions are present: rust or holes on or in the sign or sign structure; broken, missing, loose or bent parts; faded or flaking paint; nonoperative or partially nonoperative illuminating or mechanical devices; or missing letters in sign copy.
  - (2) The Community Development Department, after due notice, may have any sign removed which shows gross neglect or becomes dilapidated.
- (b) The Community Development Director or designee shall give the owner ten days' written notice to correct the deficiencies or to remove the sign or signs. If the owner refuses to correct the deficiencies or remove the sign, the Community Development Director or designee may have the sign removed at the expense of the owner.

(Ord. No. 08-2010, part I, 5-3-2010)

Sec. 115-195. - Sign permit—Application information and requirements.

Applications for sign permits required by this chapter shall be filed by the sign owner or the owner's agent upon official forms with the Community Development Department.

- (a) The application shall describe and provide the information requested on the sign permit application and as stipulated by this chapter including, but not limited to, the following information:
  - (1) The street address of the property upon which the sign is to be located and a plat map of the property which bears an indication of the proposed location of the sign. In the absence of a street address, a method of location acceptable to the Community Development Department shall be used.
  - (2) The width of the face of the building or length of road frontage at the proposed location, as applicable.
  - (3) The name and address of the owner of the real property upon which the subject sign is to be located.
  - (4) Consent of the owner, or the owner's agent, granting permission for the placement or maintenance of the sign, if the applicant is not the owner or the owner's agent.
  - (5) Name, address, phone number and business license number of the sign contractor.
  - (6) The type of sign to be erected, the area of the sign, the height of the sign, the shape of the sign, and an explanation of how the sign is to be mounted or erected.
  - (7) Identification of any existing signage on the property, and dimensioned size.
  - (8) The distance of the sign from the closest adjacent sign in either direction. In the case of a billboard sign, the distances as set forth in section 115-189 must be provided.
  - (9) The size of the parcel on which the sign is to be placed.
  - (10) A dimensioned drawing or similar depiction of the proposed signage, including: height, width, construction materials, source of illumination, colors, and placement on the structure or position on the lot.
- (b) A separate building permit is required for monument signs over four feet in height and billboard signs.

(Ord. No. 08-2010, part I, 5-3-2010)

Sec. 115-196. - Sign permit application—Time for consideration.

- (a) The city shall process all sign permit applications within 30 business days of the city's actual receipt of a completed sign permit application and a sign permit fee.
- (b) The sign permit fee shall be established by the Mayor and Council.
- (c) The Community Development Director or designee shall give notice to the applicant of the decision of the city by hand delivery or by mailing a notice by certified mail, return receipt requested. To the address on the sign permit application on or before the 30th business day after the city's receipt of the completed application.
  - (1) If mailed, the notice shall be deemed to have been given upon the date of mailing in conformity with this section.
  - (2) If the city fails to act within the 30-day prescribed period, the permit shall be deemed to have been granted.

(Ord. No. 08-2010, part I, 5-3-2010)

Sec. 115-197. - Application—Denial and revocation.

- (a) Procedure. The city shall deny sign permits to applicants that submit applications for signs that do not comply with the provisions of this chapter, incomplete applications, and applications containing any false material statements.
  - (1) Violation of any provision of this article and any other applicable state law or city ordinance shall be grounds for revoking a permit granted by the city for the erection of a sign.
  - (2) Should it be determined that a sign permit was issued pursuant to an incomplete application or an application containing a false material statement, or that a permit has been erroneously issued in violation of this article, the Community Development Department Director shall revoke the permit.
  - (3) Should the Community Development Department Director deny or revoke a permit the reasons for the denial or revocation of the permit shall be stated in writing and hand delivered or mailed by certified mail, return receipt requested, to the address on the sign permit application on or before the 30th business day after the city's receipt of the application.
  - (4) Any application denied and later resubmitted shall be deemed to have been submitted on the date of resubmission, instead of the date of the original submission.
    - a. A resubmitted application to rectify dimension and/or design considerations shall be considered a continuation of the original sign application, unless the applicant has constructed or installed the sign which was denied.
  - (5) No permit shall be denied or revoked, except for due cause. The term "due cause" means the violation of the provision of this article, state or federal law, or the submission of an incomplete application or an application containing false material statements.
  - (6) The applicant has the right to request a hearing before a hearing officer designated by the city.
    - a. The applicant shall be given ten days to file a request for an appeal to the Zoning Board of Appeals after receipt of the denial or revocation notice from the city.
    - b. When a timely appeal has been filed, the city shall schedule the appeal before the Zoning Board of Appeals within 30 days.
    - c. The date may be rescheduled by agreement of the city.
- (b) Appeal. In the event an applicant, property owner or designated representative whose permit has been denied or revoked is dissatisfied with the decision of the Zoning Board of Appeals, the applicant, property owner or designated representative may appeal the decision by filing a petition for writ of certiorari to the superior court of the county in the manner provided by law.

(Ord. No. 08-2010, part I, 5-3-2010)

Sec. 115-198. - Sign permit—Expiration.

A sign permit shall become null and void if the sign for which the permit was issued has not been completed, erected and installed within six months after the date of issuance of the permit.

- (a) No refunds will be made for permit fees paid for permits that expired due to the failure to erect a completed permitted sign within the prescribed period.
- (b) If at a later time an individual desires to erect a sign at the same location, a new application must be processed and another fee paid in accordance with the fee schedule applicable at that time.

(Ord. No. 08-2010, part I, 5-3-2010)

Sec. 115-199. - Solicitation of motoring public prohibited.

No operator, employee or representative of the operator of any business coming under this article shall solicit directly from the motoring public.

(Ord. No. 17-2011, 10-3-2011)

Sec. 115-200. - Electronic message boards.

Electronic message boards are permitted only in the locations described in this section and only after site plan approval from the Community Planning and Development Director. The mayor and council may request a hearing to review the site plan and sign permit.

- (a) Definitions. [The following words, terms and phrases, when used in this subsection, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:]

Sign, animation means the use of movement or some element thereof, to depict action or create a special effect or scene.

Sign, electronic message board (EMB) means an on-premises electrically activated changeable sign whose variable message and/or graphic presentation capability can be electronically programmed by computer from a remote location. EMBs typically use light emitting diodes (LEDs) as a lighting source.

Sign area means the allowed sign area and setback requirements for electronic message boards shall be as noted in section 115-187 of the sign ordinance.

- (b) Permitted zoning districts. Electronic messaging signs are permitted in the following zoning districts:

OI—Office institutional district

C1—Neighborhood business district

C2—General business district

C3—Central business district

M1—Light industry district RAOD—Redevelopment area overlay district

Electronic message boards are prohibited in all other zoning districts within the City of Norcross not called out above except for the following:

- (1) Within residentially zoned areas, electronic messaging signs may be used by elementary and secondary public and private schools; churches and other nonprofit and governmental buildings provided the signs meet the following criteria:
- Must be set back 150 feet from a residential dwelling unit, unless the residential use is fully screened from the sign unit in which case the distance may be reduced at the discretion of the director of planning and development.
  - The signs must be programmed to be turned off between 10:00 p.m. and 6:00 a.m.
  - The signs must meet all other requirements of this section.
- (c) Sign types to utilize electronic message boards. Electronic messaging may be an element of a monument, freestanding, or window sign.
- (d) Size and location requirements. Electronic message boards shall meet the size and placement requirements of this article with the exception that electronic message boards shall not be allowed as off-premises advertising devices.
- (e) Duration of display:
- Any electronic message displayed shall remain unchanged for a minimum of 15 minutes prior to switching messages.
  - The following display types are prohibited:
    - Animation is prohibited;
    - Flashing, blinking, fade in, fade out or scrolling text is prohibited; and
    - Video images are prohibited.
- (f) Intensity of light:
- The maximum luminance produced by the sign shall not exceed three-tenths foot candles greater than the ambient light level.
  - The light level produced by the sign shall be measured using the following equation based on typical sign-to-viewer distance: the square root of the product of the sign area and 100. Example using a 12 square-foot sign:  
 $\sqrt{(12 \times 100)} = 34.6$  feet measuring distance.
  - Automatic dimming capability shall adjust the signs illumination to the ambient light at all times of the day or night.
- (g) Default control:
- The sign shall be equipped to freeze the display in one position if a malfunction occurs.
  - The sign must also be equipped with a means to immediately discontinue the display if it malfunctions.
  - The sign owner must immediately stop the display when notified by the director of planning and development that the sign is not complying with the standards of this article.

(Ord. No. 04-2015, § I, 5-4-2015)

Secs. 115-201—115-219. - Reserved.

(k) Signs.

- (1) Signs for buildings with an individual use or tenant shall be permitted in accordance with this chapter.
- (2) One shared sign, which shall be of a monument type, is permitted per frontage for multiple-tenant developments in the RAOD. (See example in Figure A.9.5 of the district guidelines.) No more than one such monument sign shall be allowed per entrance. Maximum size and minimum setbacks shall be in accordance with section 115-185.
- (3) Signage for individual establishments within a multi-tenant building or development shall be limited to wall signs, awning signs, canopy signs, projecting signs, and suspended signs not to exceed a cumulative sign face area of the lesser of 50 square feet or 2.5 square feet per linear foot of frontage of an individual building, unit, or tenant space. No single sign shall exceed 25 square feet in area. (See Figures A.9.1 through A.9.4 of the district guidelines.)
- (4) Buildings that provide a secondary entrance for customers or residents on the rear or side of the building are allowed one wall sign, awning sign, canopy sign, projecting sign, or suspended sign per side or rear entrance in addition to all other signs that would otherwise be permitted. The total area of all signs permitted by this subsection shall not exceed 32 square feet per side or rear entrance or five percent of the area of the applicable wall, whichever is less.
- (5) Each building, use or tenant shall be permitted window signs not to exceed ten percent of the total window area of any facade containing the window sign.
- (6) The lowest point of a projecting sign, suspended sign, awning sign, or canopy sign must be a minimum of eight feet above the sidewalk or ground elevation beneath it.
- (7) Signs located more than 20 feet above adjacent street elevation are prohibited.
- (8) Incidental signs, such as "No Parking," "Loading Zone," "Exit Only," "No Stopping or Standing," etc., that are up to four feet in height and up to three square feet in area are permitted. The cumulative area of incidental signs shall be limited to a total of 12 square feet per building tenant and shall not be included in the sign area provided in subsections (k)(2) and (3) of this section.
- (9) The following types of signs are prohibited:
  - a. Oversized signs.
  - b. Internally illuminated signs.
  - c. Neon signs.
  - d. Variable message boards.
  - e. Signs using LED panels.
  - f. Day-glow signs.
  - g. Signs with more than two sign faces, including V-shaped signs.
  - h. Signs which rotate or otherwise feature movement.
- (10) Illuminated signs shall use external lighting fixtures directed toward the sign face so that light fixtures do not cast direct light or glare into adjacent streets or property.

## SECTION H101 GENERAL

### H101.1 General.

A sign shall not be erected in a manner that would confuse or obstruct the view of or interfere with exit signs required by [Chapter 10](#) or with official traffic signs, signals or devices. Signs and sign support structures, together with their supports, braces, guys and anchors, shall be kept in repair and in proper state of preservation. The display surfaces of signs shall be kept neatly painted or posted at all times.

### H101.2 Signs exempt from permits.

The following signs are exempt from the requirements to obtain a permit before erection:

1. Painted nonilluminated signs.
2. Temporary signs announcing the sale or rent of property.
3. Signs erected by transportation authorities.
4. Projecting signs not exceeding 2.5 square feet (0.23 m<sup>2</sup>).
5. The changing of moveable parts of an approved sign that is designed for such changes, or the repainting or repositioning of display matter shall not be deemed an alteration.

## SECTION H102 DEFINITIONS

### H102.1 General.

The following words and terms shall, for the purposes of this appendix, have the meanings shown herein. Refer to Chapter 2 of the International Building Code for general definitions.

**COMBINATION SIGN.** A sign incorporating any combination of the features of pole, projecting and roof signs.

**DISPLAY SIGN.** The area made available by the sign structure for the purpose of displaying the advertising message.

**ELECTRIC SIGN.** A sign containing electrical wiring, but not including signs illuminated by an exterior light source.

**GROUND SIGN.** A billboard or similar type of sign which is supported by one or more uprights, poles or braces in or upon the ground other than a combination sign or pole sign, as defined by this code.

**POLE SIGN.** A sign wholly supported by a sign structure in the ground.

**PORTABLE DISPLAY SURFACE.** A display surface temporarily fixed to a standardized advertising structure which is regularly moved from structure to structure at periodic intervals.

**PROJECTING SIGN.** A sign other than a wall sign, which projects from and is supported by a wall of a building or structure.

**ROOF SIGN.** A sign erected upon or above a roof or parapet of a building or structure.

**SIGN.** Any letter, figure, character, mark, plane, point, marquee sign, design, poster, pictorial, picture, stroke, stripe, line, trademark, reading matter or illuminated service, which shall be constructed, placed, attached, painted, erected, fastened or manufactured in any manner whatsoever, so that the same shall be used for the attraction of the public to any place, subject, person, firm, corporation, public performance, article, machine or merchandise, whatsoever, which is displayed in any manner outdoors. Every sign shall be classified and conform to the requirements of that classification as set forth in this chapter.

**SIGN STRUCTURE.** Any structure which supports or is capable of supporting a sign as defined in this code. A sign structure is permitted to be a single pole and is not required to be an integral part of the building.

**WALL SIGN.** Any sign attached to or erected against the wall of a building or structure, with the exposed face of the sign in a plane parallel to the plane of said wall. SECTION H103 LOCATION

**H103.1 Location restrictions.**

Signs shall not be erected, constructed or maintained so as to obstruct any fire escape or any window or door or opening used as a means of egress or so as to prevent free passage from one part of a roof to any other part thereof. A sign shall not be attached in any form, shape or manner to a fire escape, nor be placed in such manner as to interfere with any opening required for ventilation. SECTION H104 IDENTIFICATION

**H104.1 Identification.**

Every outdoor advertising display sign hereafter erected, constructed or maintained, for which a permit is required shall be plainly marked with the name of the person, firm or corporation erecting and maintaining such sign and shall have affixed on the front thereof the permit number issued for said sign or other method of identification approved by the building official. SECTION H105 DESIGN AND CONSTRUCTION

**H105.1 General requirements.**

Signs shall be designed and constructed to comply with the provisions of this code for use of materials, loads and stresses.

**H105.2 Permits, drawings and specifications.**

Where a permit is required, as provided in [Chapter 1](#), construction documents shall be required. These documents shall show the dimensions, material and required details of construction, including loads, stresses and anchors.

**H105.3 Wind load.**

Signs shall be designed and constructed to withstand wind pressure as provided for in [Chapter 16](#).

**H105.4 Seismic load.**

Signs designed to withstand wind pressures shall be considered capable of withstanding earthquake loads, except as provided for in [Chapter 16](#).

**H105.5 Working stresses.**

In outdoor advertising display signs, the allowable working stresses shall conform to the requirements of [Chapter 16](#). The working stresses of wire rope and its fastenings shall not exceed 25 percent of the ultimate strength of the rope or fasteners.

Exceptions:

1. The allowable working stresses for steel and wood shall be in accordance with the provisions of [Chapters 22](#) and [23](#).
2. The working strength of chains, cables, guys or steel rods shall not exceed one-fifth of the ultimate strength of such chains, cables, guys or steel.

H105.6 Attachment.

Signs attached to masonry, concrete or steel shall be safely and securely fastened by means of metal anchors, bolts or approved expansion screws of sufficient size and anchorage to safely support the loads applied. SECTION H106 ELECTRICAL

H106.1 Illumination.

A sign shall not be illuminated by other than electrical means, and electrical devices and wiring shall be installed in accordance with the requirements of NFPA 70. Any open spark or flame shall not be used for display purposes unless specifically approved.

H106.1.1 Internally illuminated signs.

Except as provided for in Sections 402.16 and [2611](#), where internally illuminated signs have facings of wood or approved plastic, the area of such facing section shall not be more than 120 square feet (11.16 m<sup>2</sup>) and the wiring for electric lighting shall be entirely enclosed in the sign cabinet with a clearance of not less than 2 inches (51 mm) from the facing material. The dimensional limitation of 120 square feet (11.16 m<sup>2</sup>) shall not apply to sign facing sections made from flame-resistant-coated fabric (ordinarily known as "flexible sign face plastic") that weighs less than 20 ounces per square yard (678 g/m<sup>2</sup>) and that, when tested in accordance with NFPA 701, meets the fire propagation performance requirements of both Test 1 and Test 2 or that when tested in accordance with an approved test method, exhibits an average burn time of 2 seconds or less and a burning extent of 5.9 inches (150 mm) or less for 10 specimens.

H106.2 Electrical service.

Signs that require electrical service shall comply with NFPA 70. SECTION H107 COMBUSTIBLE MATERIALS

H107.1 Use of combustibles.

Wood, approved plastic or plastic veneer panels as provided for in [Chapter 26](#), or other materials of combustible characteristics similar to wood, used for moldings, cappings, nailing blocks, letters and latticing, shall comply with Section H109.1, and shall not be used for other ornamental features of signs, unless approved.

H107.1.1 Plastic materials.

Notwithstanding any other provisions of this code, plastic materials which burn at a rate no faster than 2.5 inches per minute (64 mm/s) when tested in accordance with ASTM D 635 shall be deemed approved plastics and can be used as the display surface material and for the letters, decorations and facings on signs and outdoor display structures.

H107.1.2 Electric sign faces.

Individual plastic facings of electric signs shall not exceed 200 square feet (18.6 m<sup>2</sup>) in area.

H107.1.3 Area limitation.

If the area of a display surface exceeds 200 square feet (18.6 m<sup>2</sup>), the area occupied or covered by approved plastics shall be limited to 200 square feet (18.6 m<sup>2</sup>) plus 50 percent of the difference between 200 square feet (18.6 m<sup>2</sup>) and the area of display surface. The area of plastic on a display surface shall not in any case exceed 1,100 square feet (102 m<sup>2</sup>).

#### H107.1.4 Plastic appurtenances.

Letters and decorations mounted on an approved plastic facing or display surface can be made of approved plastics.

### SECTION H108 ANIMATED DEVICES

#### H108.1 Fail-safe device.

Signs that contain moving sections or ornaments shall have fail-safe provisions to prevent the section or ornament from releasing and falling or shifting its center of gravity more than 15 inches (381 mm). The fail-safe device shall be in addition to the mechanism and the mechanism's housing which operate the movable section or ornament. The fail-safe device shall be capable of supporting the full dead weight of the section or ornament when the moving mechanism releases. SECTION H109 GROUND SIGNS

#### H109.1 Height restrictions.

The structural frame of ground signs shall not be erected of combustible materials to a height of more than 35 feet (10668 mm) above the ground. Ground signs constructed entirely of noncombustible material shall not be erected to a height of greater than 100 feet (30 480 mm) above the ground. Greater heights are permitted where approved and located so as not to create a hazard or danger to the public.

#### H109.2 Required clearance.

The bottom coping of every ground sign shall be not less than 3 feet (914 mm) above the ground or street level, which space can be filled with platform decorative trim or light wooden construction.

#### H109.3 Wood anchors and supports.

Where wood anchors or supports are embedded in the soil, the wood shall be pressure treated with an approved preservative.

### SECTION H110 ROOF SIGNS

#### H110.1 General.

Roof signs shall be constructed entirely of metal or other approved noncombustible material except as provided for in Section H106.1.1 and H107.1. Provisions shall be made for electric grounding of metallic parts. Where combustible materials are permitted in letters or other ornamental features, wiring and tubing shall be kept free and insulated therefrom. Roof signs shall be so constructed as to leave a clear space of not less than 6 feet (1829 mm) between the roof level and the lowest part of the sign and shall have at least 5 feet (1524 mm) clearance between the vertical supports thereof. No portion of any roof sign structure shall project beyond an exterior wall.

Exception: Signs on flat roofs with every part of the roof accessible.

#### H110.2 Bearing plates.

The bearing plates of roof signs shall distribute the load directly to or upon masonry walls, steel roof girders, columns or beams. The building shall be designed to avoid overstress of these members.

#### H110.3 Height of solid signs.

A roof sign having a solid surface shall not exceed, at any point, a height of 24 feet (7315 mm) measured from the roof surface.

#### H110.4 Height of open signs.

Open roof signs in which the uniform open area is not less than 40 percent of total gross area shall not exceed a height of 75 feet (22 860 mm) on buildings of Type 1 or Type 2 construction. On buildings of other construction types, the height shall not exceed 40 feet (12 192 mm). Such signs shall be thoroughly secured to the building upon which they are installed, erected or constructed by iron, metal anchors, bolts, supports, chains, stranded cables, steel rods or braces and they shall be maintained in good condition.

#### H110.5 Height of closed signs.

A closed roof sign shall not be erected to a height greater than 50 feet (15 240 mm) above the roof of buildings of Type 1 or Type 2 construction, nor more than 35 feet (10 668 mm) above the roof of buildings of Type 3, 4 or 5 construction.

### SECTION H111 WALL SIGNS

#### H111.1 Materials.

Wall signs which have an area exceeding 40 square feet (3.72 m<sup>2</sup>) shall be constructed of metal or other approved noncombustible material, except for nailing rails and as provided for in Section H106.1.1 and H107.1.

#### H111.2 Exterior wall mounting details.

Wall signs attached to exterior walls of solid masonry, concrete or stone shall be safely and securely attached by means of metal anchors, bolts or expansion screws of not less than 3/8 inch (9.5 mm) diameter and shall be embedded at least 5 inches (127 mm). Wood blocks shall not be used for anchorage, except in the case of wall signs attached to buildings with walls of wood. A wall sign shall not be supported by anchorages secured to an unbraced parapet wall.

#### H111.3 Extension.

Wall signs shall not extend above the top of the wall, nor beyond the ends of the wall to which the signs are attached unless such signs conform to the requirements for roof signs, projecting signs or ground signs.

#### H112.1 General.

Projecting signs shall be constructed entirely of metal or other noncombustible material and securely attached to a building or structure by metal supports such as bolts, anchors, supports, chains, guys or steel rods. Staples or nails shall not be used to secure any projecting sign to any building or structure. The dead load of projecting signs not parallel to the building or structure and the load due to wind pressure shall be supported with chains, guys or steel rods having net cross-sectional dimension of not less than 3/8 inch (9.5 mm) diameter. Such supports shall be erected or maintained at an angle of at least 45 percent (0.78 rad) with the horizontal to resist the dead load and at angle of 45 percent (0.78 rad) or more with the face of the sign to resist the specified wind pressure. If such projecting sign exceeds 30 square feet (2.8 m<sup>2</sup>) in one facial area, there shall be provided at least two such supports on each side not more than 8 feet (2438 mm) apart to resist the wind pressure.

#### H112.2 Attachment of supports.

Supports shall be secured to a bolt or expansion screw that will develop the strength of the supporting chains, guys or steel rods, with a minimum 5/8-inch (15.9 mm) bolt or lag screw, by an expansion shield. Turn buckles shall be placed in chains, guys or steel rods supporting projecting signs.

#### H112.3 Wall mounting details.

Chains, cables, guys or steel rods used to support the live or dead load of projecting signs are permitted to be fastened to solid

masonry walls with expansion bolts or by machine screws in iron supports, but such supports shall not be attached to an unbraced parapet wall. Where the supports must be fastened to walls made of wood, the supporting anchor bolts must go through the wall and be plated or fastened on the inside in a secure manner.

#### H112.4 Height limitation.

A projecting sign shall not be erected on the wall of any building so as to project above the roof or cornice wall or above the roof level where there is no cornice wall; except that a sign erected at a right angle to the building, the horizontal width of which sign is perpendicular to such a wall and does not exceed 18 inches (457 mm), is permitted to be erected to a height not exceeding 2 feet (610 mm) above the roof or cornice wall or above the roof level where there is no cornice wall. A sign attached to a corner of a building and parallel to the vertical line of such corner shall be deemed to be erected at a right angle to the building wall.

#### H112.5 Additional loads.

Projecting sign structures which will be used to support an individual on a ladder or other servicing device, whether or not specifically designed for the servicing device, shall be capable of supporting the anticipated additional load, but not less than a 100-pound (445 N) concentrated horizontal load and a 300-pound (1334 N) concentrated vertical load applied at the point of assumed or most eccentric loading. The building component to which the projecting sign is attached shall also be designed to support the additional loads. SECTION H113 MARQUEE SIGNS

#### H113.1 Materials.

Marquee signs shall be constructed entirely of metal or other approved noncombustible material except as provided for in Section H106.1.1 and H107.1.

#### H113.2 Attachment.

Marquee signs shall be attached to approved marquees that are constructed in accordance with [Section 3106](#).

#### H113.3 Dimensions.

Marquee signs, whether on the front or side, shall not project beyond the perimeter of the marquee.

#### H113.4 Height limitation.

Marquee signs shall not extend more than 6 feet (1829 mm) above, nor 1 foot (305 mm) below such marquee, but under no circumstances shall the sign or signs have a vertical dimension greater than 8 feet (2438 mm). SECTION H114 PORTABLE SIGNS

H114.1 General. Portable signs shall conform to requirements for ground, roof, projecting, flat and temporary signs where such signs are used in a similar capacity. The requirements of this section shall not be construed to require portable signs to have connections to surfaces, tie-downs or foundations where provisions are made by temporary means or configuration of the structure to provide stability for the expected duration of the installation.

TABLE 4-A SIZE, THICKNESS AND TYPE OF GLASS PANELS IN SIGNS

MAXIMUM SIZE OF EXPOSED PANEL		MINIMUM THICKNESS OF GLASS (inches)	TYPE OF GLASS
Any dimension (inches)	Area (square inches)		
30	500	1/8	Plain, plate or wired
45	700	3/16	Plain, plate or wired
144	3,600	1/4	Plain, plate or wired
> 144	> 3,600	1/4	Wired glass

For SI: 1 inch = 25.4 mm, 1 square inch = 645.16 mm<sup>2</sup>.

TABLE 4-B THICKNESS OF PROJECTION SIGN

PROJECTION (feet)	MAXIMUM THICKNESS (feet)
5	2
4	2.5
3	3
2	3.5
1	4

For SI: 1 foot = 304.8 mm.

SECTION H115 REFERENCED STANDARDS

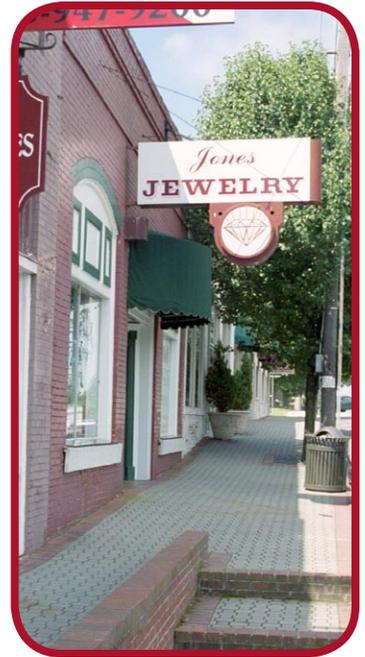
ASTM D 635-03	Test Method for Rate of Burning and/or Extent and Time of Burning of Self-Supporting Plastics in a Horizontal Position	H107.1.1
NFPA 70-08	National Electrical Code	H106.1, H106.2
NFPA 701-99	Methods of Fire Test for Flame Propagation of Textiles and Films	H106.1.1



**A.9.1.** Awning Signs



**A.9.3.** Suspended Signs



**A.9.4.** Projecting Signs



**A.9.2.** Canopy Signs



**A.9.5.** Monument Signs



**A.9.6.** Screening services from view

**A.9.7.** Crosswalks should be clearly marked and visible to both pedestrians and automobiles. Specific treatments may vary, see Section B of the Design Guidelines for appropriate materials.



At heavy traffic intersections



At more pedestrian-oriented intersections

## 3.2.10 Mechanical Systems & Service Areas

- TN 148: Accessory site features shall be screened from view from the right-of-way by placement of those features to the rear of the main structure or on the roof.
- TN 149: Accessory site features located on the ground shall be completely screened using opaque fencing, landscaped berm, or landscape screening. Dumpsters and outdoor storage, where permitted, shall be enclosed to a minimum height of six feet using opaque fencing, brick or similar materials.
- TN 150: Dumpsters shall be placed in the least visible location on the lot and shall not be located within fifty feet of a residential use.
- TN 151: The primary facade of a building must not be disrupted by the addition of window air conditioner units, or box fans. These units must be placed at the rear or side facades of a building.
- TN 152: Satellite dishes and other antennae must be located unobtrusively to the side or rear of the building. They must be screened by landscaping whenever possible.
- TN 153: All loading docks shall be screened from view of any street by planting a solid hedge of evergreen shrubs.
- TN 154: New engineered structures (utilitarian structures that are not meant for habitation or used for commercial transactions), such as helipads, cell towers and utility towers, are not appropriate to the district. If such structures are to be permitted they must be attractively screened from all public rights of way by landscaping, and sited in such a way that they do not impact the visual or audible character of the district.



Screening service areas from the public right-of-way and adjacent property owners is necessary in the district. Vegetative buffering must be designed to look like a naturally-occurring landscape. This screen (above) is artificial in form and would be improved by the addition of plantings that appear more naturally-looking.



If air conditioning units must be placed in windows they must be placed on the side or rear facades. They are prohibited on primary facades.



Satellite dishes and other such devices must be placed in a most inconspicuous place on a building.

## 3.2.11 Signage

All signage must meet the criteria established by the City's Sign Ordinance.

- TN 155: Signs must be subordinate and complementary to the building.
- TN 156: Entrance features for commercial developments must be on a pedestrian scale.
- TN 157: All ground signs must be monument signs.
- TN 158: Landscaping must be utilized to incorporate the sign or entrance feature into the landscape.
- TN 159: Signage must respect the size, scale and materials of the building.



This modern awning is also used to advertise the business within. Such traditional methods of advertisement are required in the Traditional Norcross character area.

- TN 160: Signs that favor traditional placements, such as on awnings, windows, and hanging signs, are encouraged in the Traditional Norcross character area.
- TN 161: Locate necessary signage so that defining features of the building, or district are not obscured.
- TN 162: Internally lit signs and pole-mounted signs are prohibited.
- TN 163: The use of exposed neon tubing, or neon lights, for signs are prohibited.

### 3.2.12 Outdoor Spaces

Privately sponsored gathering areas or plazas provide opportunities for public outdoor spaces. Other popular spaces include outdoor seating affiliated with a business. Outdoor spaces are a good opportunity to foster community and to encourage civic-mindedness.



This park was developed by Brenau University adjacent to their institutional building along US 129. It serves three purposes: 1) provides a pleasant park for recreational use by the students; 2) the buffers the building and parking from US 129; & 3) provides a buffer for the adjacent residential neighborhood from US 129.



This sign found on South Peachtree Street is a good modern example of a traditional advertising method.

## 3.1.12 Signage

All signage must meet the criteria established by the City's Sign Ordinance.

- TN 080: Signs must be subordinate and complementary to the building.
- TN 081 Entrance features for residential developments must be pedestrian in scale.
- TN 082: Signage must respect the scale and materials of the buildings in the residential development.
- TN 083: Locate necessary signage so that defining features of the building, or district are not obscured.
- TN 084: Internally lit signs and pole-mounted signs are prohibited.
- TN 085: The use of exposed neon tubing, or neon lights, for signs are prohibited.
- TN 086: Landscaping must be utilized to incorporate the sign or entrance feature into the landscape.



Entrance features for residential developments must be residential and pedestrian in scale. Landscaping should be designed to incorporate the entrance feature into the landscape of the residential development.



The sign is out of scale in this historic area. The height and massing of this sign overpowers the residential-style buildings that have been converted to commercial uses.



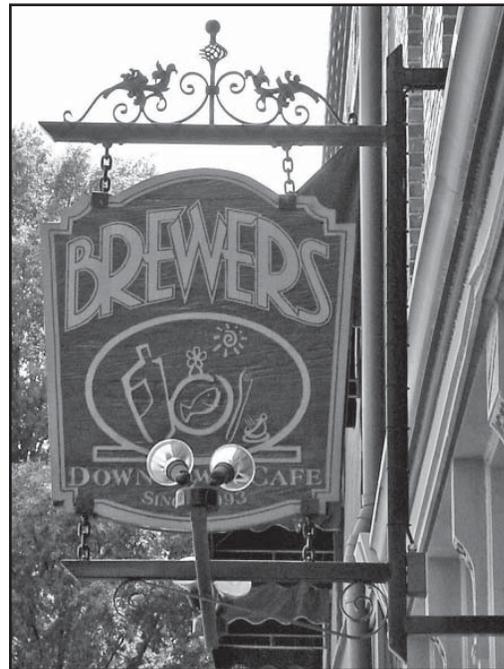
This sign located in Traditional Norcross is residential in scale, massing and material. Low plantings around a base of such a sign is encouraged.

### 3.3.8 Signage

- TN 238: Retain historic signs whenever possible, particularly when they have a historic association for the community or are significant for their design.
- TN 239: Signs must be subordinate and complementary to the building.
- TN 240: New signs for historic buildings must respect the size, scale and design of the building and must not overpower the building or adjacent properties. It is inappropriate for signs to obscure, damage, or destroy remaining character-defining features of the historic building.
- TN 241: New signs must not obscure significant features of the historic building, such as transom lights or windows. Materials must be characteristic of the building's period and style. Creativity is encouraged when designing new signs.
- TN 242: Within the public-right-of-way, limit signage to that necessary for traffic and pedestrian safety. Locate necessary signage so that the historic character of the district is not obscured.
- TN 243: Signs that are to be attached to buildings must avoid damage to historic materials. Fittings must penetrate mortar joints rather than masonry.



Left: Painted advertisements are a historic method of signage for downtown brick buildings. Such signs must be maintained and retained. Applicants are encouraged to consider this type of signage in appropriate locations and in keeping with the character and scale of the building.



Right: This projecting sign is appropriate in scale and design to the Traditional Norcross character area. Such signs must be simple and small in scale.

### 3.3.9 Additions

- TN 244: New additions must be placed away from the front facade of the primary building, ideally in the rear or on an inconspicuous side of the historic building, and must be compatible with the original building in terms of materials, relationships of solids to voids, and color. The size and scale of the addition must be limited in relationship to the historic building.
- TN 245: Additions to the side of a historic building must not be flush with the front facade of the historic building. At the very minimum, appropriately designed side additions to historic buildings are stepped back from the front facade. It is recommended that additions to the sides of historic buildings be placed as far back as possible.



This addition to a historic building (above) is completely inappropriate because it encases the original brick building and destroys the original form of the structure.

## 4.8 Signage

All local sign ordinances apply; these standards provide additional design standards.

BH 059: The size, location and design of attached signage must be compatible with the scale, size and appearance of the building.

BH 060: Ground-mounted signs must be monument signs. Pole signs are prohibited. Materials used in both sign and support structures must reflect the building being served.

BH 061: Internally illuminated signs, neon signs and electronic signboards are prohibited.

BH 062: External illumination of signage is required.



(left) Typical franchise signage can be smaller in scale and sheathed to create a monumental sign in keeping with the goals of the Buford Highway character area. (right) Examples of inappropriate signage include pole-mounted signs, roof-mounted signs and temporary signs that have become, in effect, permanent.



This monumental sign located on Buford Highway outside of the city of Norcoross is an attractive alternative to plastic signage.

## 4.9 Outdoor Spaces

BH 063: The creation of usable outdoor public spaces is required. These spaces may be hard surfaced but must include seating and landscaping. Trees that provide shade are required.

BH 064: Assigned outdoor play space in multi-family residential communities is required. Pedestrian walkways must be provided for safe access.



A common area at a multi-family development features a gazebo. Such elements enliven developments and help attract potential residents.

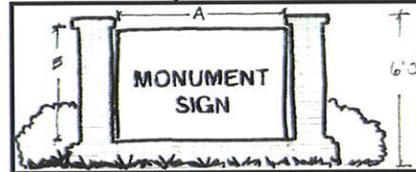
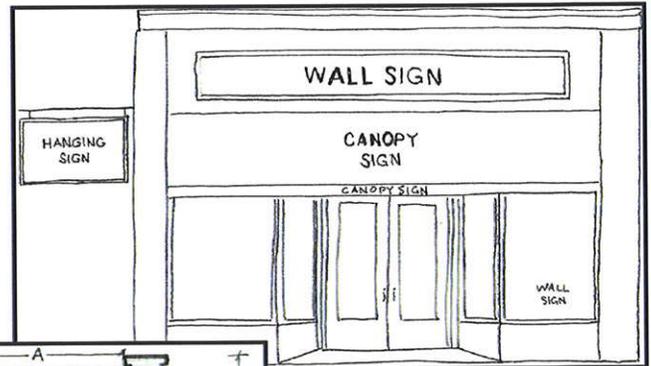


This communal space at a commercial development is a popular place for shoppers.

# URBAN DESIGN GUIDELINES

## Signage

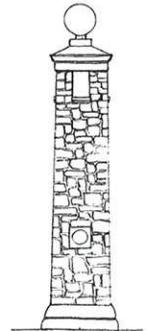
- Signs should be made of wood, brick, or other permanent material are encouraged, and plastic is discouraged.
- Festival banners along commercial streets are encouraged.
- Signs should be in scale with their surroundings.
- Signs shall not obscure the architectural detailing of historic buildings.
- Individual signs shall have an area no greater than 60 sq. ft., and the total area of grouped signs shall not exceed 60 square feet.
- Monument signs shall have a height no greater than 6 ft.
- The bottom of hanging signs shall be a minimum of 8' above ground level.
- Flashing or sound emitting signs are prohibited.



## Gateways

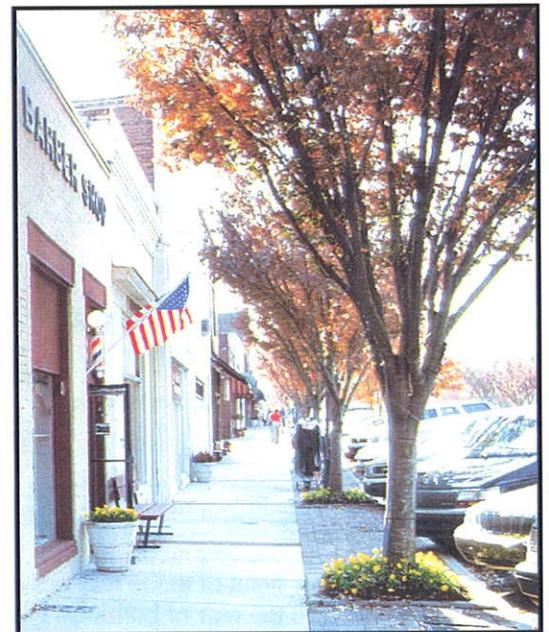


- Gateway monuments like those flanking the entrance to Thrasher Park should be used to identify entryways into the City.
- They should be placed on Buford Highway and Jimmy Carter Blvd. and any other arterial road designated as a major entryway into Norcross.



## Trees

- Existing trees should be protected and large deciduous canopy trees chosen from the Tree Species Lists in the Appendix of the Gwinnett County Buffer Landscape, and Tree Ordinance and Handbook. Large canopy trees should be planted wherever space allows, with preference given to native trees.
- The Gwinnett Handbook should be used as a basis for a new tree ordinance specially adapted for conditions unique to Norcross.
- Suitability to the site is the first priority. Drought tolerance is a high priority for street trees, and long-lived trees like oaks are appropriate for public spaces.
- Dual goals of species diversity and aesthetic enhancement should be met by choosing various species for different areas but limiting the number of species on a given street. For instance, a canopy tree and an understory tree could be chosen for use in the right of way on a given street.
- Tree wells in commercial areas shall have a lip of raised brick or pavers, and shall be mulched or planted.
- Street trees in grass strips should be mulched to prevent mower damage.
- Utilities should be installed within the dripline of existing trees by tunneling rather than trenching.
- A linear root zone shall be provided for street trees, 5' wide, 18" deep running the full length of the street tree zone exclusive of intersections. The root zone shall be dug out to the above dimensions and then backfilled with an amended structural soil mixture as specified by a landscape architect. Paving materials should be pervious. The preferred paving material is brick on sand. Where practical, structural soil should extend under sidewalks and parking areas to give each tree a minimum of 400 Sq. Ft. (600 cu. Ft.) of rooting medium.



Sec. 16-140. - When due and payable; effect of transacting business when delinquent; proration.

- (a) Each such registration and occupation tax shall be due and payable annually. Such registration and occupation tax shall be payable January 1 of each year and shall, if not paid by March 31 of each year, be subject to a ten percent penalty. Delinquent fees shall be collected pursuant to the collection mechanisms provided in section 16-3.
- (b) On any new profession, trade, or calling in the city, the registration shall be delinquent if not obtained within five days of opening for business and the tax shall be due and payable within 30 days following the commencement of business. If the registration and/or tax are not paid when due, then there shall be assessed a penalty of ten percent of the amount of the tax due.
- (c) Except to the extent otherwise provided for in this article, any person transacting or offering to transact in the city any business, trade, profession, or occupation without first having obtained registration under this article shall be subject to the penalties provided in this Code. Such penalties shall be in addition to all other penalties, civil and criminal, herein provided; and may be collected by the remedies herein provided for collection of the occupation tax, and shall have the same lien and priority as the occupation tax to which the penalty is applied.
- (d) In addition to the above remedies, the City Manager may proceed to collect in the same manner as provided by law for tax executions.
- (e) Any new business, trade, profession or occupation registering for an occupational tax after July 1 of each year shall be charged one-half of the annual occupation tax imposed on such business, trade, profession or occupation.

(Code 1998, § 38-167; Ord. No. 21-95, § 9-1-9, 12-4-1995; Ord. No. 06-97, 4-7-1997)