



SIGN PERMIT APPLICATION

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

PROPERTY OWNER INFORMATION

Company Name: _____
Contact Person: _____ Cell: _____
Owner's Address: _____ Suite: _____ City: _____ Zip Code: _____
Phone: _____ Fax: _____ Email: _____

PROPERTY LOCATION

Tax Parcel Number: _____ Zoning: _____ Overlay District Historic District
Address: _____ Suite: _____ Zip Code: _____

BUSINESS INFORMATION

Company Name: _____ Contact Name: _____
Phone: _____ Fax: _____ Email: _____
Business License, Change of Occupancy or Building Permit Number: _____

SIGN CONTRACTOR /APPLICANT INFORMATION

Company Name: _____
Contact Person: _____
Address: _____ Suite: _____ City: _____ Zip Code: _____
Phone: _____ Fax: _____ Email _____
Sign Contractor Business License Number: _____
Sign Contractor Insurance Company and Policy No.: _____



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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: _____



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ONE OR MORE OF THE FOLLOWING MUST ACCOMPANY THIS APPLICATION:

- For wall or projecting signs, submit before and after rendering or photo showing the location of the sign on the building.
- For all signs submit a dimensioned drawing depicting the proposed sign's location and indicating height, width, construction materials, scaled rendering of the sign showing all dimensions.
- For all signs submit a detail explaining how the sign will be erected and/or mounted.
- For wall signs and all monument signs submit a material description 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 3rd Monday of the month in order to be reviewed by the Architectural Review Board which meets on the 3rd 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: _____



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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)
Sign Face			
Sign Base			

