



65 Lawrenceville St. NW, Norcross GA 30071 Tel: 678-421-2027

SIGN PERMIT APPLICATION

All documents must be submitted through our online portal ePlan Solutions

PROPERTY OWNER INFORMATION

Name:	_____
Address:	_____ Suite: _____
City:	_____ State: _____ Zip Code: _____
Phone:	_____ Email: _____

BUSINESS LOCATION & INFORMATION

Property Address:	_____ Suite: _____
City:	_____ State: _____ Zip Code: _____
Tax Parcel Number:	_____ Zoning: _____ <input type="checkbox"/> Overlay District <input type="checkbox"/> Historic District
Company Name:	_____ Contact Person: _____
Phone:	_____ Email: _____

SIGN CONTRACTOR /APPLICANT INFORMATION

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

SIGN INFORMATION

<u>Select the type of Sign being applied for:</u>	
<input type="checkbox"/> Awning Sign	<input type="checkbox"/> Wall Sign <input type="checkbox"/> Accessory Building Sign <input type="checkbox"/> Projecting/Blade Sign
<input type="checkbox"/> Ground Sign	<input type="checkbox"/> Electronic Message Board Sign <input type="checkbox"/> Accessory Ground Sign
<input type="checkbox"/> Window Sign	<input type="checkbox"/> Subdivision/Entrance Sign <input type="checkbox"/> Uniform Sign Plan
<input type="checkbox"/> Temporary Sign (of days to display: _____)	

Note: Please refer to the specific addendum sheets below for guidelines:

This sign will be:

- Internally Illuminated Externally Illuminated Non-Illuminated

Sign wording/graphics and location on building or site: _____

**Note: The sign dimensions below should be submitted in INCHES ONLY
Total Area should be provided in SQUARE FEET ONLY**

Total Number of signs per façade applied for: _____ <ul style="list-style-type: none">• Sign 1: Length: _____ Height: _____• Sign 2: Length: _____ Height: _____• Sign 3: Length: _____ Height: _____	Total number of existing signs per facade: _____ <ul style="list-style-type: none">• Sign 1: Length: _____ Height: _____• Sign 2: Length: _____ Height: _____• Sign 3: Length: _____ Height: _____
Combined square footage of Proposed sign(s): _____	Combined square footage of existing sign(s): _____
<u>Required for all sign types:</u>	
Width of the building or suite facing the right-of-way: _____	
Width of the property facing the right-of-way: _____	
Required sign mount detail attached? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Describe how the sign will be attached to the façade or structure:	
Description of materials used to create sign:	

APPLICANT'S SIGNATURE

By signing this application,

- 1) You are agreeing that you have read the City of Norcross Sign Ordinance and related codes, and
- 2) You agree to obtain an electrical permit for any and all electrical work, which may now or in the future serve the above-mentioned sign.
- 3) Any sign installed prior to issuance of permit is subject to double permit fees
- 4) I, the applicant of record, acknowledge that, at a minimum, all signage will be affixed with 3/8 inch fasteners.

Signature

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.
- 2) This ground sign is to be located in a:
 - Residential Office Industrial Commercial Mixed Use district
- 3) This ground sign will be:
 - Internally Illuminated Externally Illuminated Not Illuminated
- 4) This ground sign Will/ Will Not contain a message board component.
- 5) Attached is a scaled plat map of the property which bears the proposed location of the sign. Attachment enclosed.
- 6) Attached is a scaled rendering of the sign showing all dimensions.
 - Attachment enclosed.
- 7) 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
- 8) 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.
- 9) 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.
- 10) The proposed monument sign will use the following colors and materials:

	Colors	Material Description	Manufacturer's Product Identification (Colors & Materials)
Sign Face			
Sign Base			

Additional Documents May be required depending on the type of Sign you are applying for. Please see [Sign Permit Checklist](#) for additional details and/or contact Community Development Department if you need further assistance 678-421-2027



65 Lawrenceville Street, Norcross, Georgia 30071 Telephone: 678-421-2027

SIGN PERMIT APPLICATION CHECKLIST

*****All Applications for sign permits are required to be filed by the sign owner or the owner's agent upon official forms with the Community Development Department and must be uploaded to our [ePlan portal](#)!**

	Application Requirements
<input type="checkbox"/>	Sign Permit Application
<input type="checkbox"/>	Certificate of Liability
<input type="checkbox"/>	An owner affidavit demonstrating owner consent, or the owner's agent consent, granting permission for the placement or maintenance of the sign.
<input type="checkbox"/>	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.
<input type="checkbox"/>	The name and address of the owner of the real property upon which the subject sign is to be located.
<input type="checkbox"/>	The width of the face of the building, suite, or length of road frontage at the proposed location, as applicable.
<input type="checkbox"/>	Name, address, email address, phone number, proof of insurance, and business license number of the sign contractor.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Identification of any existing signage on the property, and dimensioned size.
<input type="checkbox"/>	A dimensioned drawing of the proposed signage, including height, width, construction materials, source of illumination, colors, and placement on the structure or position on the lot. Such drawing shall be of sufficient detail and accuracy to permit an informed review
<input type="checkbox"/>	In the case of an oversized sign application, the distances as set forth in section 204-15 of the City Ordinance must be provided.
<input type="checkbox"/>	A separate building permit is required for monument signs over four feet in height and oversized signs.