



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.