

Permanent Sign Permit Application

12453 Highway 92, Woodstock, GA 30188

p: 770.592.6054 f: 770.926.7820

e: woodstockbuilding@woodstockga.gov w: www.woodstockga.gov

Special Instructions to Applicants:

The term "Sign" means and includes every device, frame, letter, figure, character, mark, plane, point, design, picture, logo, stroke, stripe, trademark or reading matter, which is used or intended to be used to attract attention or convey information when the same is placed out of doors in view of the general public. Also, the above, when near the inside surface of a window in such a way as to be in the view of the general public and used or intended to be used to attract attention or convey information to the public.

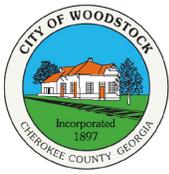
Unless specifically exempted from obtaining a permit under provisions of Chapter VI of the Land Development Ordinance of the City of Woodstock, Georgia (LDO) Section 6.2.2, no person shall erect, construct, replace, relocate or structurally alter any Sign within the City without first obtaining a Sign permit from the Building Official. No permit shall be required to repaint or change the lettering of an existing conforming Sign, provided that no other changes are made and no change of ownership of the entity displaying the message thereon has been made.

All capitalized terms used in this Sign Permit Application shall have the definitions outlined in Section 6.1.3 of Chapter VI of the Land Development Ordinance of the City of Woodstock, Georgia.

Application Filing Checklist:

Applications for permits shall be made upon forms provided by the City and shall contain or have attached thereto the following information:

- _____ Name, address and telephone number of the applicant.
- _____ Tax Parcel ID and address of building, structure, or parcel to which or upon which the Sign is to be attached or erected. In the absence of a street address, a method of location that is acceptable to the Building Official shall be used.
- _____ For Freestanding Signs: Two (2) accurate drawings showing the position of the sign in relation to nearby buildings or structures, including other Signs, driveways, parking areas, and any other limiting site features (survey not required).
- _____ One (1) accurate drawing to scale of the plans, specifications and method of construction and attachment of the Sign to the building or ground. For Freestanding Signs: The drawing shall be an engineered structural drawing designed to the International Building Code and shall specifically include the size of the Sign area, overall height of the Sign, location of the Sign installation and its relation to existing rights-of-way and all driveways, a site distance diagram, and any protective devices or landscaping around the base of the Sign.
- _____ Name, address, telephone number and business license number of the person erecting the Sign.
- _____ Written consent of the owner or lessor of the building or land to which or upon which the Sign is to be erected.
- _____ The location and size of all other Signs on the parcel upon which the Sign is to be erected.
- _____ The size of the parcel on which the Sign is to be erected and the length of the street frontage for the street to which the Sign is oriented.
- _____ If the Sign is to be lighted, an application for electrical permit meeting all standards of the City of Woodstock, Georgia's electrical code.
- _____ The value of the Sign.
- _____ Such other information as the City of Woodstock, Georgia shall require to show full compliance with this and other ordinances of the City of Woodstock, Georgia.



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OFFICE USE ONLY:

Received by: _____ Date: _____ Plan # _____ EGov Verified: _____

PROJECT INFORMATION		CONTRACTOR
Project Name: _____		Name: _____
Address: _____		Phone: () _____
Tax Parcel ID: _____ Parcel Size: _____		Email: _____
Sign Value: \$ _____ Electrical Required: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Existing		BL #: _____
SIGN TYPE (check only one option per application)		APPLICANT
Freestanding: <input type="checkbox"/> Monument <input type="checkbox"/> Nostalgic (DT-CMU, DT-GC, DT-HO) <input type="checkbox"/> Pole (adj to 575 only) <input type="checkbox"/> Panel Replacement (existing sign) <input type="checkbox"/> Other: _____	Building: <input type="checkbox"/> Wall <input type="checkbox"/> Awning/Canopy <input type="checkbox"/> Projecting <input type="checkbox"/> Panel Replacement (existing sign) <input type="checkbox"/> Other: _____	Name: _____ Phone: () _____ Email: _____ Address: _____ State: _____ Zip: _____ <input type="checkbox"/> Contractor <input type="checkbox"/> Tenant <input type="checkbox"/> Owner
SIGN DIMENSIONS (complete applicable section only)		
Freestanding: Structure: H: _____ ft. X W: _____ ft. = _____ sf Sign Area: H: _____ ft. X W: _____ ft. = _____ sf List any other Freestanding Signs on property: _____	Building: Dimensions of tenant's wall that Sign is being placed on: H: _____ ft. X W: _____ ft. = _____ sf Proposed Sign Area: _____ sf List any other Building Signs on tenant space: _____	
PROPERTY OWNER/AGENT INFORMATION		
Name: _____ Phone: () _____ Email: _____ Address: _____ State: _____ Zip: _____	I hereby certify that I am the owner or representative agent of the property on which the proposed sign will be located and I approve of its design and location: Signature of Owner/Agent: _____	

Applicant's Affidavit:

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in the City of Woodstock, Georgia. I understand that a separate permit must be obtained for electrical, plumbing, heating, ventilation and air conditioning, pools, signs, etc.

I certify that all information contained in this application, plans and other documents submitted to obtain the requested permit is accurate and all work will be done in compliance with all applicable laws and ordinances regulating construction and zoning.

Applicant's Name: _____ Signature: _____ Date: _____