



**BUILDING DEPARTMENT**  
12453 Hwy 92 Ste 105  
Woodstock, GA 30188  
Phone: 770-592-6036  
[www.woodstockga.gov](http://www.woodstockga.gov)

**TEMPORARY SIGN  
PERMIT  
APPLICATION**

[woodstockbuilding@woodstockga.gov](mailto:woodstockbuilding@woodstockga.gov) SUBMITTAL DATE: \_\_\_\_\_

PERMIT NO. \_\_\_\_\_

**PLEASE TYPE OR PRINT**

**PROJECT INFORMATION:**

ADDRESS: \_\_\_\_\_ Business Name: \_\_\_\_\_  
SUITE NUMBER: \_\_\_\_\_ TAX PARCEL ID: \_\_\_\_\_ PARCEL SIZE: \_\_\_\_\_ ACRES

**APPLICANT INFORMATION:**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
BUSINESS NAME: \_\_\_\_\_ Email: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

**TENANT INFORMATION (if different from applicant):**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
BUSINESS NAME: \_\_\_\_\_ Email: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

**PERMIT TYPE (CHECK ONLY ONE OPTION PER APPLICATION):**

\_\_\_\_\_ FIFTEEN DAY PERMIT:

**CHOOSE ONE:**

- \_\_\_\_\_ BANNER(S) – ONE OR TWO BANNERS NOT TO EXCEED AN AGGREGATE OF 24 SQUARE FEET IN SIZE
- \_\_\_\_\_ FREESTANDING SIGN – ONE NON-ILLUMINATED SIGN, NO LARGER THAN 32 SF, NOT TO EXCEED A HEIGHT OF 8 FEET

START DATE: \_\_\_\_\_

SIZE OF PROPOSED BANNER/SIGN: \_\_\_\_\_ SQUARE FEET

HEIGHT OF PROPOSED FREESTANDING SIGN: \_\_\_\_\_ FEET  
(4 BANNERS PER YEAR; ISSUED AT 15 DAY INCREMENTS)

LIST ANY OTHER TEMPORARY SIGNS ON THE PROPERTY:

\_\_\_\_\_ THIRTY TWO SQUARE FEET SIGN PERMIT:

**CHOOSE THE REASON FOR ELIGIBILITY:**

- \_\_\_\_\_ THE PROPERTY HAS A CURRENT LAND DEVELOPMENT OR BUILDING PERMIT
- \_\_\_\_\_ VACANCY OR ANTICIPATED VACANCY - ONLY FOR CERTAIN PROPERTIES, SEE PAGE 2

START DATE: \_\_\_\_\_

SIZE OF PROPOSED SIGN: \_\_\_\_\_ SQ FT

HEIGHT OF PROPOSED SIGN: \_\_\_\_\_ FEET

**PLEASE SEE REVERSE FOR SIGNATURES AND SUPPORTING DOCUMENTATION TO BE  
SUBMITTED ALONG WITH THIS COMPLETED APPLICATION**



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**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. I understand that a separate permit must be obtained for electrical, plumbing, heating, ventilation and air conditioning, pools, signs, etc.

I certify that all the foregoing information is accurate and all work will be done in compliance with all applicable laws and ordinances regulating construction and zoning.

APPLICANTS NAME

SIGNATURE

OWNER

AGENT

CONTRACTOR

TENANT

PROPERTY OWNER'S SIGNATURE: \_\_\_\_\_

FOR BANNERS, IF THE BANNER IS ATTACHED TO THE BUILDING, NO ADDITIONAL INFORMATION IS REQUIRED. IF THE BANNER IS TO BE PLACED ON PROPERTY, A SITE MAP AND METHOD USED FOR ANCHORING IS REQUIRED. (SEE BELOW)

FOR FREESTANDING TEMPORARY SIGNS, PLEASE SUBMIT THE FOLLOWING ITEMS WITH THIS COMPLETED APPLICATION

INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED FOR APPROVAL

- COMPLETED PERMIT APPLICATION
- ONE (1) ACCURATE DRAWING OF THE SIGN WHICH SHALL INCLUDE THE SIZE OF THE SIGN AREA, OVERALL HEIGHT OF THE SIGN, AND METHOD OF ANCHORING TO THE GROUND
- ONE AERIAL DRAWING SHOWING THE LOCATION OF THE SIGN AND ITS RELATION TO EXISTING RIGHTS-OF-WAY AND ALL DRIVEWAYS
- FOR APPLICATIONS THAT ARE ELIGIBLE BECAUSE OF AN EXISTING PERMIT, INCLUDE THE PERMIT NUMBER OR A COPY OF THE PERMIT
- FOR APPLICATIONS THAT ARE ELIGIBLE FOR OCCUPANCY, THE FOLLOWING REQUIREMENTS MUST BE MET:
  - The parcel or multiple parcels adjacent to each other must be under common ownership and exceed 2 acres, or must have at least 3,000 square feet of commercial space
  - The parcel(s) must be current with property tax payments to the City of Woodstock
  - Structures or suites on the property are not occupied, or the property is vacant
  - Structures, suites, or parcels are anticipated to be vacant or unoccupied within the next 90 days – **include a sworn affidavit attesting to the imminent vacancy**
  - With the issuance of a certificate of occupancy or an occupation tax license, and/or with the occupancy of all vacant structures, the permit will expire immediately.
  - The permit shall require annual renewal concurrent with the due date set on the property tax bill issued by the City and failure to renew the permit shall immediately invalidate the permit.

Application reviewed/approved by: \_\_\_\_\_ Date: \_\_\_\_\_  APPROVED  DENIED