



BUILDING DEPARTMENT
 12453 Hwy 92 Ste 105
 Woodstock, GA 30188
 Phone: 770-592-6036 option 0
 Fax: 770-926-7820
 www.woodstockga.gov

**PERMANENT SIGN
 PERMIT
 APPLICATION**

SUBMITTAL DATE: _____

PLEASE TYPE OR PRINT

PERMIT NO.: _____

PROJECT INFORMATION:

ADDRESS: _____ Business Name: _____ ZIP: _____
 TAX PARCEL ID: _____ PARCEL SIZE: _____
 SIGN VALUE: \$ _____ ELECTRICAL REQUIRED _____ YES _____ NO _____ EXISTING

APPLICANT INFORMATION:

NAME: _____ PHONE: _____ Email: _____
 ADDRESS: _____

CONTRACTOR INFORMATION:

COMPANY NAME: _____
 CONTACT NAME: _____
 ADDRESS: _____
 EMAIL: _____ PHONE: _____

SIGN TYPE (CHECK ONLY ONE OPTION PER APPLICATION)

FREESTANDING:

- _____ MONUMENT
- _____ NOSTALGIC (DT DISTRICT ONLY)
- _____ CHANGEABLE COPY
- _____ INCIDENTAL
- _____ PANEL REPLACEMENT (EXISTING SIGN)
- _____ OTHER: _____
- _____ BILLBOARD

BUILDING:

- _____ WALL
- _____ AWNING/CANOPY
- _____ PROJECTING
- _____ WINDOW SIGN
- _____ PANEL REPLACEMENT (EXISTING SIGN)
- _____ OTHER: _____

SIGN DIMENSIONS

FREESTANDING:

ENTIRE STRUCTURE: 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: _____ SF

LIST ANY OTHER BUILDING SIGNS ON TENANT SPACE:

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

APPLICANT'S AFFIDAVIT



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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: _____

**PLEASE SUBMIT THE FOLLOWING ITEMS WITH THIS COMPLETED APPLICATION.
 INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED FOR APPROVAL.**

- COMPLETED PERMIT APPLICATION
- 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.
- WRITTEN CONSENT OF THE OWNER OR LESSOR OF THE BUILDING OR LAND TO WHICH OR UPON WHICH THE SIGN IS TO BE ERECTED
- IF THE SIGN IS A NEW FREESTANDING SIGN, A BUILDING PERMIT WILL ALSO BE REQUIRED. IF THE SIGN HAS NEW ELECTRICAL CONNECTIONS, AN ELECTRICAL PERMIT WILL BE REQUIRED.

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.

Application reviewed/approved by: _____ Date: _____ APPROVED DENIED