

SIGN PERMIT GUIDELINES

Sign permits require a full plan review. Applications are accepted on Monday-Friday between 8:30 a.m. and 3:30 p.m. Three (3) sets of plans that include plat and construction attachment details are required. Attached are all applicable documents pertaining to this process. Please retain a copy for your records. You must fill out an Application for Sign Permit to complete the process.

Free standing / Monument / Billboards

- ❑ A site plan of the property showing the exact location of the proposed sign. Include distance to the right-of-way, property lines, buildings, and existing signs. If the sign is to be lighted, include power line and meter location.
- ❑ A description of the type of sign to be erected which shall include a schematic drawing of the sign indicating overall dimensions (height, width, square footage, shape and number of faces) and a photograph of the proposed sign location and other signs located on the property, the distance of the proposed sign from the subject property's boundaries, and all existing structures or buildings on the subject property.

Wall

- ❑ Sign details, including a proposed color scheme of sign, and scaled elevation of the size and height of the proposed sign from ground level and adjacent street level.
- ❑ For wall signs: Two sets of building elevations.

Banner (*Prohibited*)

Exceptions

- ❑ Banners shall be allowed for a period not exceeding thirty (30) days with no more than three (3) such thirty (30) day periods permitted per calendar year per lot. Time periods shall not be consecutive.
- ❑ Banners **shall not** be more than twenty-four (24) square feet. {C-1, C-2, CL, C-R, MI and EI}
- ❑ Banners **shall not** be more than sixteen (16) square feet. {R-3, R-4, R-5}
- ❑ No banner shall be mounted so as to extend above the horizontal plane of the roof where the building wall and roof meet or shall not extend more than five (5) feet above grade when on the ground.
- ❑ Banners **shall not** be erected in any landscape area or placed so as to impede off-street parking.
- ❑ Banners **shall not** be mounted by any permanent fastener when mounted on wall (bolts, screws, etc.).
- ❑ Applicant must submit one (1) schematic of the proposed sign and location

Signs visible along Camp Creek Parkway (SR 6)

All signs require permits issued by the City of East Point and the Georgia Department of Transportation (GA-DOT). GA-DOT sign permit applications can be obtained from their website <http://www.dot.ga.us>. A permit from East Point will not be issued until approval is received from GA-DOT.

Please address questions about applications or the permitting process to: **Permit Office (404) 270-7212**

**APPLICATION FOR SIGN PERMIT
FEES ARE NON-REFUNDABLE**

This application is **not** a permit until fees are received and processed.
Any work prior to permit issuance is prohibited.

Application No.: _____

Ward: _____

Submittal Date: ___/___/___

Plan Review Date: ___/___/___

ADDRESS OF JOB		LOT NO.	
CONTRACTOR		PROPERTY OWNER NAME	
ADDRESS	TEL	ADDRESS	TEL
CITY	STATE	ZIP	CITY
			STATE
			ZIP
BUSINESS LICENSE NO.		STATE CARD NO.	

THIS IS TO CERTIFY THAT I WILL PERSONALLY SUPERVISE THIS INSTALLATION

CONTRACTOR SIGNATURE _____ PLEASE PRINT _____

INTAKE REQUIREMENTS

Sign permit applications are reviewed by the East Point Planning and Zoning Staff. This review takes **approximately** five (5) days. After staff approval, a sign permit is issued and construction of the sign may commence. The following information is necessary to process the permit application:

- Sign details, including a scaled elevation of the size, height of the proposed sign from ground level and attachment details.
- Location of the sign on the property or building (site plan required showing setbacks required)
- Photographs of the property indicating where the sign is to be located.
- Illuminated signs require an electrical permit.

PROJECT DESCRIPTION

Description of Work _____

PLEASE COMPLETE THE INFORMATION BELOW & CHECK ALL THAT APPLY

Monument/Billboards <input type="checkbox"/>	Dynamic Digital Billboard <input type="checkbox"/>	Wall <input type="checkbox"/>	Other
Zoning _____	Zoning _____	Zoning _____	Zoning _____
Square Footage _____	Square Footage _____	Wall Length _____	Banner <input type="checkbox"/> Construction Signs <input type="checkbox"/> Directional <input type="checkbox"/> Flags <input type="checkbox"/> Mural <input type="checkbox"/> Panel <input type="checkbox"/> Projecting Signs <input type="checkbox"/> Sidewalk Sign <input type="checkbox"/> Street Pole Banners <input type="checkbox"/>
Sign Height _____	Wall Height _____	Valuation of Job \$ _____	Valuation of Job \$ _____
Valuation of Job \$ _____			

Click on this link to obtain a copy of this form from our website:

www.eastpointcity.org, select **Planning & Community Development Department**.

Acceptable Forms of Payment:

Cash/Credit Card/ATM Card/Cashier's Check/Business Checks or Money Order

PAYABLE TO: THE CITY OF EAST POINT & MAIL TO ABOVE ADDRESS

NO PERSONAL CHECKS

**TOTAL ALL
FEES**

Date Approved _____ BY: _____

WRITTEN CONSENT OF OWNER OF PROPERTY WHERE SIGN IS TO BE LOCATED

The information provided with regard to signage is true and accurate to the best of my knowledge. I understand that failure to provide accurate information will result in the revocation of all permits associated with this property.

Before me personally appeared the above named applicant who says that he/she executed the above statement of his/her own free will and accord with full knowledge of the purpose thereof.

Sworn to me and subscribed in my presence this _____ day of _____, _____

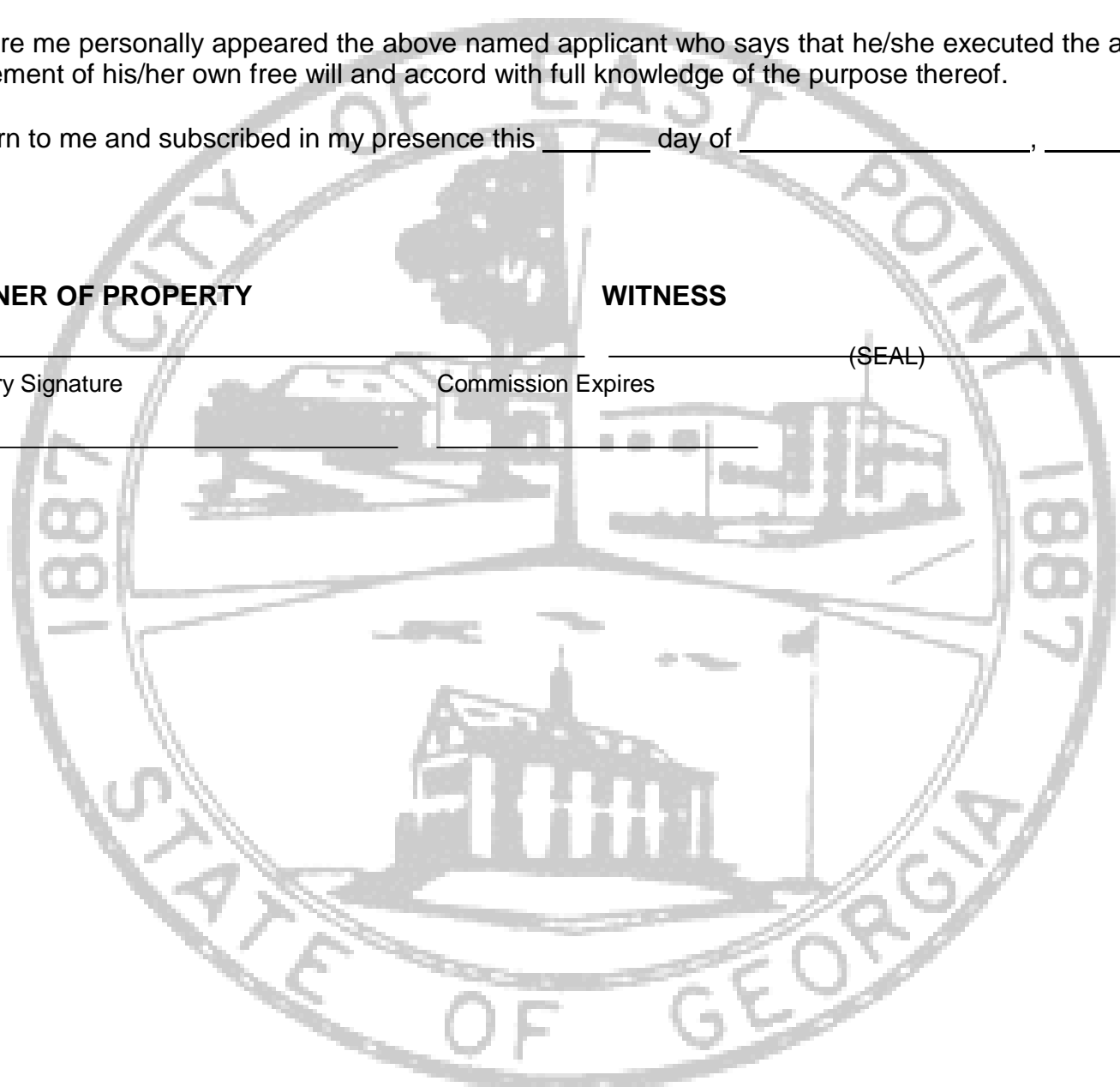
OWNER OF PROPERTY

WITNESS

Notary Signature

Commission Expires

(SEAL)



AFFIDAVIT A

AUTHORIZATION BY PROPERTY OWNER FOR APPLICANT

I swear that I/we am/are the owner(s) of the property, which is the subject matter of this application and is located at _____, East Point, GA with the Tax Identification Number # _____ and that all taxes on such property are paid and current through the date of application. Affiant, further states that he/she is aware that nonpayment of City taxes is grounds for not issuing or revoking all City permits and licenses for said property.

I authorize the person named below to act as applicant in this pursuit of action for this property.

Name of Authorized Applicant _____

Address _____

Telephone Number _____

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Notary Public

Date

Commission Expires: _____