



# SIGN PERMIT APPLICATION

FOR OFFICE USE ONLY	
Submittal Date: _____	Permit #: _____
Approved Date: _____	Initials: _____

## PLANNING & COMMUNITY DEVELOPMENT

eastpointcity.org

2757 East Point Street, East Point, GA 30344  
 Phone: (404) 270-7212 Fax: (404) 270-2784

Submittal Requirements		
Permit Documents	Sign Detail and Site Plan Information	Contractor Documents
1. Permit Application 2. Sign Details and Site Plan 3. Original signatures and notarization 4. Permit Fees <b>(FEES ARE NON-REFUNDABLE)</b>	1. For submitting drawings: 1 hardcopy (min. 11"x17" paper) and 1 digital copy (PDF). 2. Sign details include: sign dimensions, height of sign from ground level and securing/attaching details. 3. Site plan showing location and setbacks of sign. 4. Photographs of property showing where sign will be located. 5. Illuminated signs <b>require</b> an electrical permit. 6. All sign regulations: Municode <b>Section 10-7017.</b>	1. Government Issued I.D. 2. Business License 3. State License (if applicable) 4. Georgia Secretary of State Authorized Agent Form (if representing State Card Holder) 5. Bond Form or Waiver Packet (if applicable)

<b>ADDRESS OF JOB:</b>		<b>LOT/UNIT#:</b>	
<b>Property Owner Information</b> <i>(All contact information is REQUIRED)</i>		<b>Contractor/Applicant Information</b> <i>(All contact information is REQUIRED)</i>	
Name:		Company Name:	
Address:		Name:	
City:	State:	Zip:	Name of specialty trade:
Phone:		Address:	
E-mail:		City:	State: Zip:
<b>Affidavit for Authorization by Property Owner</b> <i>(Property owner signature is REQUIRED)</i>		Phone:	
I swear that I am the owner of said property and I authorize the person named as "Contractor/Applicant" to act in this pursuit of action.		E-mail:	
Property Owner Print Name:		<b>Description of Work</b>	
Property Owner Original Signature:		<b>List of Permitted Signs:</b> <input type="checkbox"/> Aerial View <input type="checkbox"/> Banner (Temporary) <input type="checkbox"/> Billboard <input type="checkbox"/> Construction <input type="checkbox"/> Digital Billboard <input type="checkbox"/> Directional <input type="checkbox"/> Flag <input type="checkbox"/> Monument <input type="checkbox"/> Mural <input type="checkbox"/> Projecting <input type="checkbox"/> Sidewalk <input type="checkbox"/> Street Pole Banner (Temporary) <input type="checkbox"/> Wall <b>Note: The type of permitted sign is based on the zoning district of the address of job. Contact the Planning Division for more information: (404) 270-7029.</b>	
		(Include sign type and dimensions):	
<b>Notary Public: (REQUIRED)</b>			
Name:		Date:	
Commission Expires:			
[Notary Seal]		<b>VALUE OF JOB: \$</b>	
		<b>Contractor/Applicant Signature: (REQUIRED)</b>	
		This is to certify that I will personally supervise this installation.	
		Contractor/Applicant Original Signature:	

This application is not a permit until fees are received and site plans are approved. Any work prior to permit issuance is prohibited.	Accepted forms of payment: Cash, Credit Card, ATM Card, Cashier's Check, Business Check or Money Order. <b>Fees are non-refundable.</b>	<b>TOTAL FEES:</b> <b>\$</b>
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