

**This application is not a permit until fees are received and drawings/plans (if applicable) are approved. Any work prior to permit issuance is prohibited. Permits are non-transferable and Fees are Non-Refundable! All permit applications are to be completed and submitted through the BS&A Online Permitting Portal:**

<https://bsaonline.com/?uid=2757>

**After submittal and payment, Sign permit submittals must go through a 5-business day plan review. Make sure to upload appropriate drawings indicating: 1. location and size of sign with all dimensions and attachment details 2. elevation measurements 3. site plan with location of sign if not affixed to roof and/or wall 4. footing details if monument sign 5. electrical details if applicable.**

**PROJECT ADDRESS:**

**Unit/Suite/Apt#:**

**Parcel:**

☐ **Residential** ☒ **Commercial**

**Project Description / Full Scope:**  
**(Required) :**

**ESTIMATED VALUE (Required):**  
**(Total Value of Job)**

\$ \_\_\_\_\_

**J. \* Signs**

**Affidavit below in this section must be signed by property owner and notarized!**

- |   |   |
|---|---|
| <input type="checkbox"/> Aerial View #____                    | <input type="checkbox"/> Banner (Temporary) #____ |
| <input type="checkbox"/> Billboard #____                      | <input type="checkbox"/> Digital Billboard #____  |
| <input type="checkbox"/> Construction #____                   | <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"/> Sidewalk #____           |
| <input type="checkbox"/> Street Pole Banner (Temporary) #____ |   |
| <input type="checkbox"/> Wall #____                           |   |

Affidavit for Authorization by Property Owner  
for Sign Permit (Property Owner Signature  
Required)

**I swear that I am the owner of said property and that I authorize the name Contractor / Applicant to act in the pursuit of action:**

\_\_\_\_\_  
(Property Owner Name)

\_\_\_\_\_  
(Property Owner Signature)

\_\_\_\_\_  
(Notary)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Notary Seal)

**Permit Holder Required Credentials**

This permit will be issued to the entity/person doing the work - Contractor or Property Owner; *the Property owner cannot apply for Sign Contractor unless granted permission by Sign Contractor with [East Point Authorized Agent Form](#).*

**Sign Contractor:**

1. Current Business License / Occupational Tax Certificate
2. US Government Issued ID of Applicant

**Property Owner:**

1. Tax Bill or (Stamped) Fulton County Deed
- US Government Issued ID of Applicant

**How to Apply Online:**

After [Setting Up Your Online Account](#),

1. Go to [BS&A Portal](#).
2. Click on Apply for Permit
3. Step 1: Put in street number of address, locate address, and click Next.
4. Step 2: Select "Put up a SIGN", put in description. Click Next.

☆ What would you like to do?

- <None Selected>
- Host an OUTDOOR EVENT.
- ☆ Put down a TREE
- Put up a SIGN.**
- RENEW my SIGN permit.
- Do a FILM PRODUCTION at a location.
- Put a STORAGE POD on my property temporarily.

5. Input Value of Job and click Next.
6. Step 3: Confirm Applicant information and click Next.
7. Step 4: Estimated Fees: Click Next.
8. Step 5: Attach all required documents for this submittal. This application will be required to be uploaded. Click Next
9. Step 6: Confirm information and click Submit.

**SIGN PERMIT INFORMATION**

<b>Who is the PERMIT HOLDER – the person responsible for, will supervise <i>and do the work</i> for this permit:</b> <b>(Reference the “Who Can Pull a Permit document)</b>		
<input type="checkbox"/> <b>Property Owner</b> <ul style="list-style-type: none"> <li>Tax Bill and/or Deed filed with County Required</li> <li>Stated Issued ID Required</li> </ul>	<input type="checkbox"/> <b>Contractor</b> (if To Be Determined please check <input type="checkbox"/> ) <ul style="list-style-type: none"> <li>Current Business License Required</li> <li>Copy of State Certification (if applicable) Required</li> <li>State Issued ID Required</li> </ul>	
<p style="color: red; font-weight: bold;">The signature below is a binding statement that the permit holder will be responsible for and supervise the job at the permitted address and that the Property Owner is aware of, agrees with and has granted permission for this permit to be applied for and issued.</p> <p>Signature of Permit Holder (or agent): _____ Date: _____</p>		
<b>Who is submitting this application:</b> <input type="checkbox"/> Property Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Designer / Engineer / Architect <input type="checkbox"/> Permit Expeditor <input type="checkbox"/> Agent for Permit Holder		
<b>AGENT FOR PERMIT HOLDER: (All Contact Information Required! <span style="color: blue;">Authorized Agent Form</span> required!)</b>		
Name: _____		Phone: _____
Address (Physical / No PO Boxes): _____		
City: _____	State: _____	Zip: _____
Email: _____		
<b>PROPERTY OWNER: (REQUIRED – APPLICATION WILL NOT BE ACCEPTED WITHOUT PROPERTY OWNER'S INFORMATION!)</b>		
Name: _____		Phone: _____
Address (Physical / No PO Boxes): _____		
City: _____	State: _____	Zip: _____
Email: _____		
<b>CONTRACTOR: (All Contact Information Required - if To Be Determined, please check <input type="checkbox"/>)</b> <b>If contractor is to be determined, an ‘ASSIGNING CONTRACTOR TO PERMIT AFTER SUBMISSION’ form must be submitted with updated information and signatures before permit can issued.)</b>		
<input type="checkbox"/> <b>State Certified Contractor</b>	<input type="checkbox"/> <b>Specialty Trade</b> <small>(Roofer, Concrete, Siding, Sheetrock, Fence, Windows, etc...)</small>	
Name: _____	Phone: _____	
Company Name: _____	Phone (Company): _____	
Address (Physical / No PO Boxes): _____		
City: _____	State: _____	Zip: _____
Email: _____		
Business License #: _____	State Card # (if applicable): _____	
<b>DESIGNER / ENGINEER / ARCHITECT / PERMIT EXPEDITER (If applicable):</b>		
<input type="checkbox"/> Designer <input type="checkbox"/> Engineer <input type="checkbox"/> Architect <input type="checkbox"/> Permit Expediter		
Name: _____	Phone: _____	
Company Name: _____	Phone (Company): _____	
Address: _____		
City: _____	State: _____	Zip: _____
Email: _____		

CONTACT INFORMATION