



**DeKalb County, Georgia**  
**Planning & Development Department**

**SIGN PERMIT APPLICATION**

<input type="checkbox"/>	PERMANENT
<input type="checkbox"/>	TEMPORARY _____ DAYS
EXPIRES: _____	
<b>PERMIT #</b> _____	

**IN ORDER TO BE PROCESSED, ENTIRE APPLICATION MUST BE COMPLETED, SIGNED AND HAVE ALL REQUIRED DOCUMENTS ATTACHED (SEE APPLICATION CHECKLIST)**

<b>SIGN LOCATION</b>			<b>LOT SIZE:</b>
<b>STREET ADDRESS:</b>			
<b>SUITE NUMBER:</b>			
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>	

<b>BUSINESS NAME:</b>			<b>SIGN CONTRACTOR:</b>		
<b>OWNER NAME:</b>			<b>ADDRESS:</b>		
<b>OWNER ADDRESS:</b>			<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>	<b>BUS. LIC. #:</b>	<b>COUNTY:</b>	
<b>TEL #:</b>	<b>E-MAIL:</b>		<b>TEL #:</b>	<b>E-MAIL:</b>	

**NOTE: IF SIGN IS TO BE ILLUMINATED/ ELECTRIFIED DO NOT PROCEED WITH WIRING UNTIL ELECTRICAL PERMIT IS OBTAINED BY A LICENSED ELECTRICAL CONTRACTOR.**

**DESCRIPTION OF SIGNS**

INDICATE THE TYPE OF SIGN : (GN) FOR GROUND (DR) FOR DIRECTIONAL (BN) FOR BANNER (EN) FOR ENTRANCE  
(PJ) FOR PROJECTING (WL) FOR WALL/CANOPY (SB) FOR SUBDIVISION (OT) OTHER \_\_\_\_\_

TYPE	LENGTH	SIZE		AREA		TYPE OF ILLUMINATION (CIRCLE)	SIGN FEE
		WIDTH	(SQ. FT.)	(FT.)			
1	FT.	X	FT.			NONE / INTERNAL / INDIRECT / ELECTRONIC	
2	FT.	X	FT.			NONE / INTERNAL / INDIRECT / ELECTRONIC	
3	FT.	X	FT.			NONE / INTERNAL / INDIRECT / ELECTRONIC	
4	FT.	X	FT.			NONE / INTERNAL / INDIRECT / ELECTRONIC	
5	FT.	X	FT.			NONE / INTERNAL / INDIRECT / ELECTRONIC	
6	FT.	X	FT.			NONE / INTERNAL / INDIRECT / ELECTRONIC	

TOTAL FLOOR AREA (SQ. FT.) OF ALL BUILDINGS ON PROPERTY \_\_\_\_\_ x .02 = \_\_\_\_\_

**WIDTH OF BUILDING FACE (ENTIRE BUILDING, NOT TENANT FRONTAGE) = \_\_\_\_\_ FEET**

I, \_\_\_\_\_, DO SOLEMNLY SWEAR THAT THE INFORMATION ON THIS APPLICATION IS TRUE, AND THAT NO FALSE OR MISLEADING STATEMENT IS MADE HEREIN TO OBTAIN A SIGN PERMIT. I UNDERSTAND THAT IF I PROVIDE FALSE OR MISLEADING INFORMATION IN THIS APPLICATION I MAY BE SUBJECT TO CRIMINAL PROSECUTION AND/OR IMMEDIATE REVOCATION OF ANY SIGN PERMITS ISSUED AS A RESULT OF THIS APPLICATION. I UNDERSTAND ALSO THAT I MUST COMPLY WITH ALL COUNTY ORDINANCES AND REGULATIONS. I FURTHER HEREBY AGREE TO INDEMNIFY AND SAVE THE COUNTY HARMLESS OF ALL DAMAGES, DEMANDS, OR EXPENSES OF ANY KIND WHICH MAY BE CAUSED BY THE SIGN(S) OR SIGN STRUCTURE(S).

**DATE:** \_\_\_\_\_ **APPLICANT'S SIGNATURE:** \_\_\_\_\_

**TEL #:** \_\_\_\_\_ **APPLICANT'S PRINTED NAME:** \_\_\_\_\_

**FOR DEPARTMENT USE ONLY**

<b>MAP REFERENCE</b>		<b>ZONING DISTRICT</b>	
<b>DISTANCE FROM CURB OF STREET</b>	<b>STREET NAME</b>		
<b>DISTANCE FROM CURB OF STREET</b>	<b>STREET NAME</b>		
<b>WIDTH OF BUILDING FRONT</b>	<b>APPROVED BY</b>	<b>TOTAL PERMIT FEE</b>	