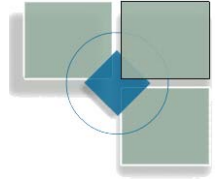




DeKalb County Planning & Development Department

Burrell Ellis
Chief Executive Officer



CHECKLIST FOR SIGN PERMITS

- Application form (completed and signed)
- Aggregate sign form (completed and signed by property owner/agent)
- Written permission from owner/agent
- Site plan showing location of building(s), signs(s), adjoining streets and right of way of property where sign will be erected
- Drawing of sign showing dimensions (size) and copy. Wall signs should include height elevation, building facades and how sign is to be mounted. Photographs of the site showing buildings and existing signs are usually helpful and often critical to determining whether a sign permit can be issued.
- Current copy of business license
- Certificate of Liability

SPECIAL EVENT SIGNS (Temporary Signs) (2 per year for 16 days each issuance)

- Application form (completed and signed)
- Drawing of sign showing dimensions (size) and copy
- Site plan (sketch) showing location of sign(s) with distance from curb of street shown
- Written permission from owner/agent

SIGN PERMIT FEE SCHEDULE

SIGN TYPE		Review Fee	Inspection Fee
Wall sign		\$25.00	\$50.00
Ground sign	Subdivision signs	\$50.00	\$50.00
	Entrance signs	\$50.00	\$50.00
	Other free standing signs	\$50.00	\$50.00
Directional sign		\$50.00	\$50.00
Permit Extension		\$50.00	N/A

Note: Inspection fee is per location. Only \$50.00 of inspection fee will be charged per location.

PLEASE SUBMIT 2 SETS OF PLANS

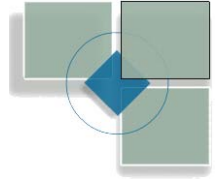
330 West Ponce de Leon Avenue – Suites 200; Decatur, Georgia, 30030
Voice: (404) 371-4915; Fax: (404) 371-2778
Web Address <http://www.dekalbcountyga.gov/planning>
Email Address: planninganddevelopment@dekalbcountyga.gov

Revised 10/04/10



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EXISTING AGGREGATE SIGN AREA

(This document shall be executed and signed by the owner of the property or his/her agent. If completed and executed by owner's agent documentation shall be submitted showing owner's authorization of agent.)

Location address of property:	Size of property: (sq. Ft. or Acreage)
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NOTE: For the purpose of this document, consider only the area of those signs visible from the exterior of the building(s). Include all ground, wall, canopy, and temporary signs and all flags and banners. Area of all types of signs shall be measured as specified by Chapter 21 of the DeKalb County Code.

Ground Signs: _____ Sq. Ft.

Wall Signs: _____ Sq. Ft.

Canopy signs: _____ Sq. Ft.

TOTAL AGGREGATE AREA
OF ALL EXISTING SIGNS AS
OF _____:
Date _____ Sq. Ft.

I, _____, do solemnly swear that the information on this document is true and accurate, and that no false or misleading information or statement is submitted herein to obtain a sign permit. I understand that if I provide false or misleading information or statements in this document I may be subject to criminal prosecution and/or immediate revocation of any sign permit issued as a result of this document. I understand that I must comply with the county ordinances and regulations.

Signed: _____
Owner/Agent

Name Printed: _____