

DATE _____



**APPLICATION FOR SIGN PERMIT
CITY OF LITHONIA, GEORGIA**

_____ PERMANENT PERMIT NUMBER _____

_____ TEMPORARY _____ DAYS EXPIRES _____

The undersigned owner or leaseholder hereby applies for a permit to erect a sign or signs according to Chapter 21, Article V of the City Of Lithonia, Georgia Code of Ordinances comprising the "Sign Ordinance" and all other applicable City of Lithonia ordinances, rules and regulations. All signs shall be subject to inspection by the City or its agents. All electrical work shall meet the specifications of the National Board of Fire Underwriters and the Southeastern Underwriters Association.

No sign or part of a sign shall encroach on any part of a state, county or city right-of-way.

APPLICANT INFORMATION

NAME: _____ PHONE NUMBER: _____

ADDRESS: _____

EMAIL: _____

SIGN CONTRACTOR INFORMATION

NAME: _____ PHONE NUMBER: _____

ADDRESS: _____

EMAIL: _____

DATE _____

ADDRESS OF PROPERTY ON WHICH SIGN IS TO BE PLACED:

DESCRIPTION OF SIGN

Sign Type: _____

Sign Area: _____

Sign Height: _____

Sign Cost: _____

STATUS OF PERMIT

_____ Approved

_____ Denied

Reason for Denial: _____

Mayor

Date

SIGN PERMIT FEE SCHEDULE

SIGN COST	FEE
The fees should reflect the building permit fee schedule.	
For example: \$60.00, plus \$3.95 per \$1,000 of valuation	
Any sign having an area of 100 or more square feet ¹	\$75.00
Any sign having an area of 300 or more square feet ¹	\$150.00
Any sign having electrical components ¹	\$100.00
Sign installation fee	\$100.00

NOTE: The permit fee for any sign for which a permit had not been issued prior to installation shall be double the normal permit fee. A non-refundable application fee of \$25.00 shall be assessed for all sign applications.

¹This fee shall be in addition to the fees based on the valuation of the sign.

All sign applications shall contain the following information as it appears in Section 3. Permit Application Contents of the Sign Ordinance:

1. Each application shall contain an agreement to indemnify and hold the City harmless of all damages, demands, or expenses of every character which may in any manner be caused by the sign. The applicant shall present a certificate of liability insurance to the Zoning Administrator upon request.
2. Name, address, phone number and email address of the applicant.
3. Address of the property on which the sign or signs are to be installed.
4. Two (2) hard copies and an electronic copy of accurately scaled drawings of the plans, contents, specifications, and method of construction and attachment of the sign to the building or the ground.
5. Two (2) hard copies and an electronic copy of a site plan drawn to scale showing the location of the sign or signs, drives, property lines, existing signs, easements, buildings, and any other limiting site features and indicating the gross acreage of the lot and floor area occupied by the applicant;
6. A written description of the type of sign to be installed, sign area, sign height and shape, illumination if any, and an explanation of how the sign is to be installed.
7. Size of the lot and dimensions of the building on which the sign is to be installed.
8. Name, address, phone number, email address and occupational tax certificate number of the person installing the sign.
9. Name, address and written consent of the owner of the building or lot on which the sign is to be placed.
10. A full description of all other signs located on the lot indicating the sign type, size, height and placement.
11. Such other information as the Zoning Administrator may require to demonstrate compliance with the Sign Ordinance and all other City.