



Carroll County Department of Community Development

997 Newnan Rd
P.O. Box 338

Carrollton, GA 30117
(770) 830-5861

SIGN PERMIT APPLICATION

Applications for a sign permit shall comply with the *Sign Regulations of Carroll County* and the review criteria prior to the issuance of a sign permit. The *Sign Regulations* can be found online at www.carrollcountyga.com under Community Development. Listed below are the procedures for the issuance of a sign permit.

TO APPLY FOR A SIGN PERMIT

Step 1: Take the parcel information sheet to the Map Room (#414 in the Administration Building) to be filled out.

Step 2: Complete all parts of the sign permit application.

Step 3: Submit the application packet to the Sign Administrator.

APPLICATION CHECKLIST

For the application to be complete, the following items **must** be included:

- Completed application, including a signed affidavit by either the applicant or sign contractor.
- Parcel Information Sheet
- Signage Plan: Please submit either a standard 24"x 36" signage plan prepared by a professional architect or engineer, or a sketch drawn to scale.
The plan shall consist of the following components:
 1. Location of the property lines and adjacent right of ways;
 2. Location of wetlands, streams, or other unique natural characteristics;
 3. Existing and proposed structures, including dimensions and elevations;
 4. Proposed landscape features; and
 5. Location, dimension, height, and characteristics of proposed signs.
- Prints or drawings of the proposed sign, along with structural details for construction and attachment should also be included.
- Plan Review Sheet with Sub-Contractors Information
- Signs over 10 feet in height should submit a wind load resistance plan.

Step 4: The Sign Administrator will review the application for completeness. Within 5 working days, the applicant will be notified as to whether the application is complete.

Step 5: Completed applications will then be reviewed for compliance with the sign ordinance. If the ordinance is in compliance, a permit will be issued. An application that does not comply will be returned to the applicant for revision and resubmission.

Step 6: Schedule appropriate sign inspections:

- Free standing signs and billboards:*** A footing inspection shall be requested from Community Development at (770) 830-5867 **before** any concrete is poured.
- For any ***illuminated sign***, and electrical inspection shall be requested from Community Development at (770) 830-5867.



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Part I- Applicant Information

Date Received: _____
Received by: _____

Sign Owner/Applicant: _____ Phone: (____) _____

Address: _____

City: _____ State: _____ Zip: _____

Property Owner (if different from applicant): _____ Phone: (____) _____

Sign Company/Contractor: _____

License Number: _____ Phone: (____) _____

Address: _____

City: _____ State: _____ Zip: _____

Part II- Sign Information

Sign Location/Address: _____

Tax Map #: _____ Parcel #: _____ Land Lot #: _____ District #: _____ Parcel Size: _____

Location:

On-Premise

- Residential
- Commercial (under 4 lanes)
- Commercial 4-lane Highway
- Special Corridor District

Off-Premise

- Residential
- Commercial
- Industrial

Type:

- Wall Sign
- Free Standing Sign
 - Monument
 - Post and Arm/Pole
 - Permanent Marquee
- Projecting Sign
- Awning
- Off-Premise Directional
- Billboard (C and I only)

What types of signs are currently on premises?

Part III- Building Information

Is the signage for a **newly constructed building**?

- Yes
- No

Date Filed: _____

Building Permit Number: _____

Lighting of Signage:

- Internal
- External
- No Illumination

Hours of Illumination: _____

If you plan to **illuminate** your sign, you must provide:

- Certificate of Illumination Compliance* by a licensed engineer (enclosed in application packet)
- Schedule of an electrical inspection



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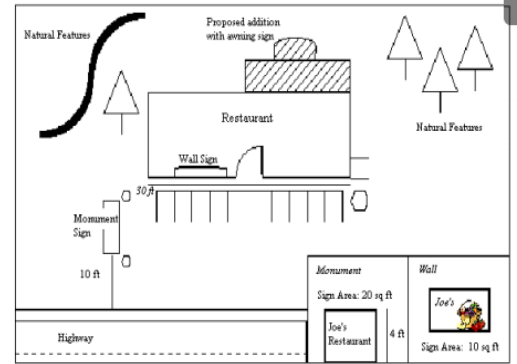
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Part IV- Design Information

Please Note: Applicants should submit either a 24" x 36" site plan prepared by a professional architect, landscape architect, or engineer OR draw a detailed sketch of their proposed signage plan in the space below.

Signage Plan Sketch Please include the following items for consideration:

- Location of property lines and adjacent right of ways
- Location of wetlands, streams, and other unique natural features
- Existing and proposed structures, including dimensions and elevations
- Proposed landscape features
- Location, dimensions, height, and characteristics of proposed signs



Sketch of Property

<p>Proposed Materials:</p> <p><input type="checkbox"/> Wood</p> <p><input type="checkbox"/> Metal</p> <p><input type="checkbox"/> Plastic</p> <p><input type="checkbox"/> Other: _____</p>	<p>Proposed Colors:</p> <p>_____</p> <p>_____</p> <p><i>Is the sign located along a scenic route or vista?</i> YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p>Height _____ (in feet)</p> <p>Surface Area (including frame)</p> <p>_____ (in square footage)</p>
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AFFIDAVIT FOR A SIGN PERMIT

_____, [PRINT NAME] personally appeared before me, the undersigned officer, duly authorized to administer oaths in the State of Georgia and, having been duly sworn, sets forth the following statements for the purpose of being granted approval for a **Sign Permit** under the ordinances of Carroll County.

The information contained within the application attached hereto and filed in the Carroll County Department of Community Development consist of facts within my personal knowledge that I know are true and correct, and will be relied upon by officials of Carroll County in making a decision whether to issue this Application, License, Permit, or other Department approval.

On behalf of the Applicant, I declare that the Applicant, regardless if a partnership, corporation, or other organization or entity that is receiving a benefit under this Application, License, Permit, or other Department approval (whichever is applicable) is not delinquent in the payment of any taxes or fees due Carroll County.

FURTHER AFFIANT SAYETH NOT.

I declare under penalty of false swearing that the above is true and correct.

This _____ day of _____, _____.

AFFIANT (signature)

Personal _____
Address: _____

If Affiant is authorized to sign on behalf of a partnership, corporation, or other organization or entity, please set forth the entity and address.

Entity: _____
Address: _____

Notary

Sworn to and subscribed before me on this
____ day of _____, _____.

Signature: _____

My Commission Expires: _____

Seal:



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SIGNAGE PLAN REVIEW SHEET

APPLICANT (Please fill out the top portion of the Plan Review Sheet)

Date Received: _____ # of Plans: _____
 Owner: _____ Phone #: (____) _____
 Builder: _____ Phone #: (____) _____
 Subdivision: _____ Lot #: (____) _____
 Address: _____
 City: _____ State: _____ Zip: _____

Power Company Provider (*circle one*): CARROLL EMC GEORGIA POWER GREYSTONE
 Cost of Construction of Sign(s):
 \$ _____

ADMINISTRATIVE USE ONLY

- Approved
- Approved as Noted
- Not Approved
- Preliminary
- Final
- Resubmit with changes

Plans reviewed for Code Compliance by: _____
 Total Square Footage: _____ Valuation: \$ _____

PAYMENT INFORMATION

Date Completed: _____

Building Permit Fee:	\$ _____
Signage Review Fee:	\$ 50.00
Plan Review Fee:	\$ 50.00
Zoning Compliance Fee:	\$ 10.00
Electrical Permit Fee:	\$ _____
TOTAL	\$ _____



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SUBCONTRACTOR AFFIDAVIT FOR A SIGN PERMIT

NOTICE: This form must be completed, signed (with original signatures) and submitted before any permits will be issued.

Project Address: _____

Owner's Name: _____ Phone: _____

(____) _____

Contractor Name: _____ Phone: (____) _____

Address: _____

City: _____ State: _____ Zip Code: _____

Master's Name: _____ State Card: _____

Signature: _____ OTC License: _____

Electrical Company: _____ Phone: (____) _____

Address: _____

City: _____ State: _____ Zip Code: _____

Master's Name: _____ State Card: _____

Signature: _____ OTC License: _____

NOTE: A NEW AFFIDAVIT MUST BE FILED IF ANY CHANGE IN SUBCONTRACTORS ARE MADE DURING CONSTRUCTION

SAID BUILDING WILL BE CONSTRUCTED TO MEET THE REQUIRMENTS OF THE MOST RECENT EDITION OF THE CONSTRUCTION CODES, AS ADOPTED AND AMENDED.



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CERTIFICATE OF ILLUMINATION COMPLIANCE

Sign Permit #: _____

PLEASE NOTE: To be completed by a certified electrician and mailed or faxed to the address below:

Carroll County Department of Community Development
423 College Street
Carrollton, GA 30117
Phone: (770) 830-5861
Fax: (770) 830-5866

Today's Date: _____

Building Permit #: _____ Lot #: _____

Job Site Address: _____

City: _____ State: _____ Zip: _____

Contractor: _____

County Name & Business License #: _____

Company Name: _____

Company Street Address: _____

City: _____ State: _____ Zip: _____

Business Phone: (_____) _____

Please check below the type of license you hold and are using for this particular job:

- Electrical Contractor Class I (Restricted to Single-Phase, Not Exceeding 200 AMPS)
- Electrical Contractor Class II (Unrestricted)

By his/her signature, the contractor affirms that the illumination of the sign constructed on the property listed above will comply with the *Code of Ordinances for Carroll County, Georgia: Regulation of On-Premise and Off-Premise Signage*. Further, the contractor agrees to report accurately the total amount of lumen produced by the signage before the approval of the final electrical permit. In the ordinance, free-standing signs shall be limited to 12,000 lumen, and outdoor advertising signs shall require down-lighting and be limited 20,000 lumen.

In the event of any changes in my status on this installation, I understand that I will be held responsible for this job until Community Development has been notified, in writing, of any change.

Signature: _____

Print Name: _____

Date: _____





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CERTIFICATE OF WIND LOAD RESISTANCE

PLEASE NOTE: To be completed by a certified engineer and mailed or faxed to the address below:

Carroll County Department of Community Development

423 College Street
Carrollton, GA 30117
Phone: (770) 830-5861
Fax: (770) 830-5866

Today's Date: _____

Building Permit #: _____ Lot #: _____

Job Site Address: _____

City: _____ State: _____ Zip: _____

Engineer: _____

County Name & Business License #: _____

Company Name: _____

Company Street Address: _____

City: _____ State: _____ Zip: _____

Business Phone: (_____) _____

By his/her signature, the engineer affirms that the sign structure of 10 feet in height, located at the address, above will withstand wind speeds of 90 miles per hour.

Signature: _____

Print Name: _____ Date: _____

