



PERMANENT SIGN PERMITS

Except for those signs which may be erected without obtaining a permit, every person desiring to erect a sign in the City of Peachtree Corners shall first obtain a sign permit and any/all other permits required for the desired structure in accordance with City Ordinances. Please review this checklist and complete all necessary forms within this packet. All signs shall comply with applicable regulations of the City of Peachtree Corners Zoning and Sign Ordinances and the IBC.

Note: Sign Permit Applications are not considered “received” by the department until the Community Development Director or designee deems the application to be complete and accurate. Failure to submit this document in full and signed will result in an immediate rejection of your application.

ITEMS REQUIRED FOR ALL SIGN APPLICATIONS		NOTES
<input type="checkbox"/>	Completed and Signed Application	o See page 3
<input type="checkbox"/>	Applicant’s Certification with Notarized Signature	o See page 4
<input type="checkbox"/>	Property Owner’s Notarized Permission Letter and Signature	o See page 5
<input type="checkbox"/>	Copy of the Sign Contractor’s Current OTC (Occupational Tax Certificate - Commonly Referred to as a Business License)	
<input type="checkbox"/>	Electrical Permit Application	o If illumination is proposed
<input type="checkbox"/>	A full color, scaled rendering of the proposed signage with the following: <ul style="list-style-type: none"> • Sign Type • Sign Dimensions (length and width) • Illumination Type • Sign Mounting Mechanism • Total Sign Area (sq.ft.) • Dimensions of Tenant Façade/Building • Total Square Footage of Tenant Space/Building 	
<input type="checkbox"/>	Fee	o See Fee Schedule
REQUIREMENTS FOR WALL SIGN APPLICATIONS		
<input type="checkbox"/>	Wall sign applications shall indicate the length, width, and total square footage of the proposed wall sign(s), and the height, width, and total square footage of the wall(s) in which the sign(s) will be mounted. Photos of the suite/building may be submitted in addition to the sign renderings.	
REQUIREMENTS FOR GROUND SIGN APPLICATIONS		
<input type="checkbox"/>	Ground signs shall include a scaled survey/site plan of the property with the following: street address, property acreage, location of all existing and proposed signs, entrance driveways from streets, street rights-of-way (ROW), easements, existing building square footages and locations, and distance of the proposed sign from the subject property’s boundaries.	
<input type="checkbox"/>	Building Permit Application	
FEES		
*Permit fees shall be doubled for any sign that is erected or under construction prior to obtaining a permit.		
Wall Sign (includes awning, canopy, projecting)		\$150
Ground Sign (includes freestanding, monument, double post, entrance)		\$150
Oversized Sign		\$500
Permit Renewal Fee		\$125

HELPFUL INFORMATION

ADDITIONAL PERMITS REQUIRED FOR ALL NEW GROUND SIGNS

Depending on the proposed sign type, a Building Permit and/or Electrical Permit may be required. If it is determined that additional permits are required, all permit applications shall be submitted together. An application will not be accepted if additional permits are required and not submitted with the sign permit application. The City of Peachtree Corners will review all applications concurrently.

BUILDING PERMITS

If a ground sign is being proposed, a Building Permit shall also be required. Signs 60 sq.ft. and larger require a Building Permit. Required Building Permits shall incur additional fees.

ELECTRICAL PERMITS

If sign is to be illuminated/electrified an Electrical Permit shall also be required. Required Electrical Permits shall incur additional fees. A separate subcontractor application shall be submitted with the Electrical Permit.

GROUND SIGNS

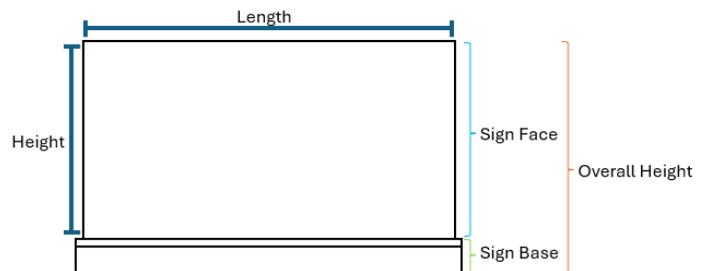
Ground signs require footings. Footing details are required as part of the Building Permit Application submittal. Footing details shall be designed and stamped by a structural engineer.

WALL SIGNS

All wall signs require details of the desired method of attachment. Wall signs larger than 60 sq.ft. require a building permit and plans designed and stamped by an engineer.

MEASUREMENTS

Ground signs should include several measurements. The sign face, sign base, and overall height. The overall height of the sign should include the height of the sign base **and** the height of the sign face.



FEES

Permit fees are set by the adopted Fee Schedule. If it is determined that additional permits are required, additional fees shall be charged. **An application shall not be deemed complete until all fees have been paid.**

If construction of the sign has not been completed within 6 months of the date of permit issuance, the permit shall expire & a new permit and associated fees shall be required.

INSPECTIONS

All signs require inspections by the City of Peachtree Corners Building Department. To request an inspection, please call 770-609-8913.

RESOURCES

Please visit peachtreecornersga.gov to reference the City of Peachtree Corners Sign Code.



SIGN PERMIT APPLICATION

PROPERTY INFORMATION						
Name of Commercial Center/Office Park/Building:						
Address:					Ste.:	
PEACHTREE CORNERS, GEORGIA					Zip:	
Zoning District:			Overlay District (if applicable):			
Property Owner Name:						
Phone:			Email:			
BUSINESS OWNER INFORMATION						
Business Name:			Business Owner Name:			
Business Owner Address:						
City:			State:		Zip:	
Phone:			Email:			
PROJECT INFORMATION						
Tenant Space Façade Square Footage (Height x Width of wall):				Estimated Cost of Sign(s):		
Tenant Space Floor Area:			Total sq.ft. of Existing Signage on Site:			
Sign Purpose/Use:						
<input type="checkbox"/> Primary/Accessory sign for an individual establishment on a non-residential lot <input type="checkbox"/> Primary/Accessory sign for an individual building on a residential lot <input type="checkbox"/> Primary/Accessory sign for an individual establishment within a planned commercial center <input type="checkbox"/> Primary/Accessory sign for an individual office within a planned office or industrial center <input type="checkbox"/> Primary/Accessory sign for a planned office, commercial, industrial, or retail center <input type="checkbox"/> Primary entrance sign for a non-residential or residential development/subdivision						
Type of sign(s):						
<input type="checkbox"/> W - Wall <input type="checkbox"/> G - Ground <input type="checkbox"/> C - Canopy <input type="checkbox"/> E - Entrance <input type="checkbox"/> D - Directional <input type="checkbox"/> O - Oversized						
	Sign Type	Size of Sign Face		Total Sign Area (sq.ft.)	Total Height*	Setback from Right-of-Way*
		Length	x Width			
1.			x			
2.			x			
3.			x			
4.			x			
5.			x			
*Applies to ground signs only. Total height should be measured from grade to the top of the sign.						
Lighting Type (if applicable): <input type="checkbox"/> External <input type="checkbox"/> Internal <input type="checkbox"/> Backlit						
APPLICANT/SIGN CONTRACTOR INFORMATION						
Sign Contractor Company Name:						
Contact Name:				Business Lic. #:		
Address:						
City:			State:		Zip:	
Phone:			Email:			



APPLICANT'S CERTIFICATION

I hereby certify that I am authorized to make this application. I certify that the information provided in this application 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 of statements in this document that 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 all city ordinances and regulations. I agree to indemnify and hold the city harmless from all damages, demands, or expenses of every character which may in any manner be caused by the sign or sign structure.

Signature of Applicant

Date

Type or Print Name and Title

Signature of Notary Public

Date

Sworn and subscribed before me

This _____ day of _____, 20_____

Notary Seal

My Commission Expires: _____



PROPERTY OWNER'S AUTHORIZATION & CERTIFICATION

I hereby authorize _____ to install a sign on the property located at
(sign contractor's company/name)

_____, Peachtree Corners, Georgia.

I certify that the information provided in this application is true and accurate, and that no false or misleading information or statement is submitted herein to obtain a sign permit.

I certify that I am the Owner or Agent of the Owner of the property subject to this application.

I understand that if I provide false or misleading information of statements in this document that I may be subject to criminal prosecution and/or immediate revocation of any sign permit issued as a result of this document.

I agree to indemnify and hold the city harmless from all damages, demands, or expenses of every character which may in any manner be caused by the sign or sign structure.

Signature of Property Owner/Authorized Agent

Date

Type or Print Name and Title

Signature of Notary Public

Date

Sworn and subscribed before me

This _____ day of _____, 20_____

Notary Seal

My Commission Expires: _____