



4035 WALNUT CIRCLE / P.O. BOX 99
OAKWOOD GA 30566
770-534-2365

APPLICATION FOR SIGN PERMIT

THE SIGN OWNER OR THE OWNER'S AGENT SHALL FILE APPLICATIONS FOR SIGN PERMITS REQUIRED BY THIS ORDINANCE WITH THE CITY CLERK. THE APPLICATION SHALL DESCRIBE AND SET FORTH THE FOLLOWING:

The street address of the property upon which sign is to be located and a plat map of the property which bears an indication of the proposed location of the sign.

Street Address: _____

Aggregate area for all signs on the parcel _____ with documentation (and calculations) of applicable wall and floor square footage necessary for the aggregate area computation as well as pro-rata signage calculations (for multi-tenant buildings – floor build-out plans)

The total square footage of all wall signage:

Sign No. 1 _____	Sign No. 5 _____
Sign No. 2 _____	Sign No. 6 _____
Sign No. 3 _____	Sign No. 7 _____
Sign No. 4 _____	Additional Signage Attached

The name(s) and address (es) of the owner(s) of the real property upon which the subject sign is to be located.

Property Owner: _____

Address: _____

Phone No. _____

Consent of the owner, or the owner's agent, granting permission of the placement or maintenance of the sign. (Attach Letter)

Sign Contractor:

Name: _____

Address: _____

Contact Person: _____

Phone Number: _____ Fax Number: _____

Business License Number (copy attached): _____,

County _____, State _____

(Attach) Structural details or other information necessary to insure compliance with the provisions of these regulations and all applicable codes including, but not limited to:

The type of sign to be erected:

- Monument Sign:
- Stanchion Sign:
- Wall Sign:
- Awning/Canopy Sign:
- Directional:
- Temporary:
- Billboard Sign:
- Other:

The area of the sign:
Square Footage _____

The height of the sign. _____

The shape of the sign. _____

(Attach) An explanation of how the sign is to be mounted or erected.

The distance of the sign from the closest adjacent sign in either direction. _____

The size of the parcel on which the sign is to be placed: _____

Construction cost: \$_____

(Attach) One scaled site plan with elevation drawings and showing drives, structures and any other limiting site features including notation of zoning, property dimensions, vicinity map, site address and existing rights of way

(Attach) One scaled drawing of plans, specifications (including color of material samples described and keyed to the proposed sign) and method of construction and attachment to the building or ground for the sign

(Attach) A copy of all required building permits.

(Attach) Copy of stress sheets and calculations showing the structure is designed for dead load and wind pressure in any direction in the amount required by this and all other ordinances of the City of Oakwood and applicable construction codes.

OFFICE USE ONLY

Approved for issuance: _____ **Date:** _____

Permit Fee: \$ _____