

APPLICATION – Sign & Canopy Permit



Building Inspections & Permits Division
302 S. Madison Avenue, Douglas, GA 31533 | Phone: 912-389-3423
Email: spridgen@cityofdouglasga.gov



Application must be complete. All required drawings can be sent by mail or electronically through email.

PROJECT INFORMATION

Site Address: _____ Parcel #: _____

Business Name: _____

Applicant Name: _____

Email: _____ Phone: _____

Valuation of Job (Include Labor, Materials, Profit): \$ _____

Proposed Work:

- New Sign/Awning Replace Existing Sign/Awning Alteration to Existing Sign/Awning

Description of Work: _____

TYPE OF SIGN

- Freestanding/Ground Fascial/Wall Projecting Sign Off -Premises/ Billboard
 Under Canopy Sign Specialty Sign
 Non-illuminated Internally Illuminated Externally Illuminated
 Temporary/Banner Start Date: _____ End Date: _____

SIGN DIMENSIONS

Sign Face #1:

Width = _____ ft. Height = _____ ft. Overall Height = _____ ft. Depth = _____ ft.

Total Area = _____ sq. ft. Lot Width = _____ ft. Building Width = _____ ft. Wall/Window Projection = _____ ft.

Freestanding/Ground Sign: Distance from Edge of Sign to Right-of-Way = _____ ft.

Sign Face #2:

Width = _____ ft. Height = _____ ft. Overall Height = _____ ft. Depth = _____ ft.

Total Area = _____ sq. ft. Lot Width = _____ ft. Building Width = _____ ft. Wall/Window Projection = _____ ft.

Freestanding/Ground Sign: Distance from Edge of Sign to Right-of-Way = _____ ft.

CERTIFICATES, PERMITS, AND AGREEMENTS

Is the sign within a Historic District? Yes No

If yes, has a Certificate of Appropriateness (COA) been issued? Yes No

If Yes, plans must be approved by the Historic Preservation Officer and a copy of the COA must be provided.

If No, contact the Planning and Zoning Division at (912) 389-3433.

Is the sign within the Downtown Development District? Yes No

If yes, has a Certificate of Appropriateness (COA) been issued? Yes No

If Yes, plans must be approved by the Historic Preservation Officer and a copy of the COA must be provided.

If No, contact the Planning & Zoning Division at (912) 389-3433.

Is sign within an easement? Yes No

If Yes, provide a copy of easement and/or written authorization for placement of sign.

If No, must provide proof of ownership for location.

SIGN CONTRACTOR

Company: _____ Business Phone: _____

Contact Name: _____ Cell: _____

Email: _____

ELECTRICIAN

Company: _____ Business Phone: _____

Contact Name: _____ Cell: _____

Email: _____

APPLICANT CERTIFICATION

I hereby certify that I have answered all of the questions contained herein and know the same to be true and correct. All work performed under this permit must comply with State law and local ordinances. Further, I understand that any permit issued, based upon false information or misrepresentation provided by the applicant, will be null and void and subject to penalty as provided by law and ordinance.

Printed Name of Applicant (Not Company Name)

Signature of Applicant _____ Date: _____

SIGN & CANOPY PERMIT CHECK LIST

This checklist must be completed and submitted with each permit application. Please check every item as either “Y” for items that are included with the application, “N” for items that are not included with the application or “NA” for items that are not applicable to this application. Items without an “N” checkbox are minimum requirements initially due with the application if applicable.

Required Forms & Documents

- | Y | N | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Signed Application |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Complete Application Check List (This Form) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proof of Ownership of Location, Copy of Easement or Written Authorization for placement of sign. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Special Inspections or Sign Requirements. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Two Identical sets of legible construction plans. (Must be signed and Sealed by a registered engineer if a stand-alone sign is over 10 feet tall.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | One digital copy of all design plans. (PDF Format) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Georgia Dept. of Transportation’ Sign Permit. (Required if adjacent to a state or federal highway. |

All Required Additional Approvals

- | Y | N | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Approved Site Development Plans, if applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Approved Certificate of Appropriateness |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Denial of Permit Appeals Decisions from City Commission. |

Please note: Supplemental information may be required during plan review to address deficiencies.

STATEMENT OF APPLICATION COMPLETENESS:

Pursuant to the requirements established by Georgia Law Section §8-2-26, I am submitting all documents checked “Y” above for review and approval. To facilitate compliance with this law, I am certifying that I understand all of the information and supporting documents required for a complete application, and I hereby certify one of the following, as it applies to this application:

All required documents are complete and included with this submittal. I understand the City will determine the completeness of this application and notify me of its findings within five business days.

or

This application does not include one or more documents required for a complete submittal. I request that the City begin the plan review process for this application while the outstanding items are completed. I acknowledge that the plan review times outlined in Georgia Law Section §8-2-26 will not apply, and the permit cannot be issued until the City submits, reviews, and approves the remaining documents.

Printed Name of Applicant

Signature of Applicant _____ Date: _____

