BUILDING DEPARTMENT
12453 Hwy 92 Ste 105
Woodstock, GA 30188
Phone: 770-592-6054
woodstockbuilding@woodstockga.gov
www.woodstockga.gov

PERMANENT SIGN PERMIT APPLICATION

SUBMITTAL DATE: _____

PLEASE TYPE OR PRINT

PERMIT NO.: _____

PROJECT INFORMATION:

ADDRESS: _____ Business Name: _____ ZIP: _____

TAX PARCEL ID:_____ PARCEL SIZE:_____

SIGN VALUE: $_____ ELECTRICAL REQUIRED_____YES_____NO_____EXISTING

APPLICANT INFORMATION:

NAME: _____ PHONE: _____ Email:_____

ADDRESS: _____

CONTRACTOR INFORMATION:

COMPANY NAME: _____

CONTACT NAME: _____

ADDRESS: _____

EMAIL: _____ PHONE: _____

SIGN TYPE (CHECK ONLY ONE OPTION PER APPLICATION)

FREESTANDING:

_____ **MONUMENT**
_____ **NOSTALGIC (DT DISTRICT ONLY)**
_____ **CHANGEABLE COPY**
_____ **INCIDENTAL**
_____ **PANEL REPLACEMENT (EXISTING SIGN)**
_____ **OTHER:**_____
_____ **BILLBOARD**

BUILDING:

_____**WALL**
_____**AWNING/CANOPY**
_____**PROJECTING**
_____**WINDOW SIGN**
_____**PANEL REPLACEMENT (EXISTING SIGN)**
_____**OTHER:**_____

SIGN DIMENSIONS

FREESTANDING:

ENTIRE STRUCTURE: H:_____**FT. *X* W:**_____**FT = **_____**SF**

LIST ANY OTHER FREESTANDING SIGNS ON PROPERTY:

_____

BUILDING:

DIMENSIONS OF TENANT'S WALL THAT SIGN IS BEING PLACED ON:

H:_____**FT. X W.**_____**FT. = **_____**SF**

PROPOSED SIGN: _____**SF**

LIST ANY OTHER BUILDING SIGNS ON TENANT SPACE:

_____

PLEASE SEE REVERSE FOR SIGNATURES AND SUPPORTING DOCUMENTATION TO BE SUBMITTED ALONG WITH THIS COMPLETED APPLICATION

APPLICANT'S AFFIDAVIT

Revised 10/5/23

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Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in the City of Woodstock. I understand that a separate permit must be obtained for electrical, plumbing, heating, ventilation and air conditioning, pools, signs, etc.

I certify that all the foregoing information is accurate and all work will be done in compliance with all applicable laws and ordinances regulating construction and zoning.

APPLICANTS NAME **SIGNATURE** **OWNER** ☐ **AGENT** ☐ **CONTRACTOR** ☐ **TENANT** ☐

_____ _____

PROPERTY OWNER'S SIGNATURE:_____

PLEASE SUBMIT THE FOLLOWING ITEMS WITH THIS COMPLETED APPLICATION.

INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED FOR APPROVAL.

☐ COMPLETED PERMIT APPLICATION

☐ ONE (1) ACCURATE DRAWING TO SCALE OF THE PLANS, SPECIFICATIONS AND METHOD OF CONSTRUCTION AND ATTACHMENT OF THE SIGN TO THE BUILDING OR GROUND. FOR FREESTANDING SIGNS: THE DRAWING SHALL BE AN ENGINEERED STRUCTURAL DRAWING DESIGNED TO THE INTERNATIONAL BUILDING CODE AND SHALL SPECIFICALLY INCLUDE THE SIZE OF THE SIGN AREA, OVERALL HEIGHT OF THE SIGN, LOCATION OF THE SIGN INSTALLATION AND ITS RELATION TO EXISTING RIGHTS-OF-WAY AND ALL DRIVEWAYS, A SITE DISTANCE DIAGRAM, AND ANY PROTECTIVE DEVICES OR LANDSCAPING AROUND THE BASE OF THE SIGN.

☐ WRITTEN CONSENT OF THE OWNER OR LESSOR OF THE BUILDING OR LAND TO WHICH OR UPON WHICH THE SIGN IS TO BE ERECTED

☐ IF THE SIGN IS A NEW FREESTANDING SIGN, A BUILDING PERMIT WILL ALSO BE REQUIRED. IF THE SIGN HAS NEW ELECTRICAL CONNECTIONS, AN ELECTRICAL PERMIT WILL BE REQUIRED.

The term "Sign" means and includes every device, frame, letter, figure, character, mark, plane, point, design, picture, logo, stroke, stripe, trademark or reading matter, which is used or intended to be used to attract attention or convey information when the same is placed out of doors in view of the general public. Also, the above, when near the inside surface of a window in such a way as to be in the view of the general public and used or intended to be used to attract attention or convey information to the public.

Unless specifically exempted from obtaining a permit under provisions of Chapter VI of the Land Development Ordinance of the City of Woodstock, Georgia (LDO) Section 6.2.2, no person shall erect, construct, replace, relocate or structurally alter any Sign within the City without first obtaining a Sign permit from the Building Official. No permit shall be required to repaint or change the lettering of an existing conforming Sign, provided that no other changes are made and no change of ownership of the entity displaying the message thereon has been made.

Application reviewed/approved by: _____ Date: _____ ☐ APPROVED ☐ DENIED