



Building and Permitting
1975 Lakeside Parkway
Suite 350
Tucker, GA 30084
Phone: 678-597-9040
Email: permits@tuckerga.gov
Website: tuckerga.gov

Permanent Sign Permit Application

REQUIRED FOR ALL SIGN APPLICATIONS

Application - completed and signed	☐
Written and notarized permission from the owner/agent to install the sign on the property	☐
Current copy of sign contractor's business license	☐
Certificate of liability for sign contractor	☐
Documentation of all existing and proposed signage on lot	☐
Drawing or graphic of sign face showing dimensions (size) of sign	☐
Photographs or elevations of the site showing the proposed sign(s) location	☐
Signs over 100 square feet require engineered design footing or mechanical attachment required	☐

GROUND SIGN APPLICATIONS

A site plan drawn to scale, including a closed boundary survey of the lot gross acreage, the proposed location of subject sign, sign and building setbacks, approximate location of all ground signs on the lot, aggregate area of existing signs per this ordinance, entrance driveways from public streets, street rights-of-way, public or private easements, building locations, gross area of buildings and floor area occupied by subject owner or tenants	☐
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FEE SCHEDULE

SIGN TYPE	FEE
Wall Sign (includes awning, canopy, projecting)	\$75
Ground Sign (includes monument, double post, entrance)	\$100
Directional Sign / Sandwich Board	\$50
Panel Replacement	\$50



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FOR OFFICE USE ONLY - PERMIT #:

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PROPERTY INFORMATION

Street Address:			Zip:
Building #:	Ste #:	Lot Size (acres):	Façade Width:
Zoning District:		Overlay District (if applicable):	

PROJECT INFORMATION

Business Name:		Business Owner:	
Business Contact:	Phone:	Email:	
Address:			
Tenant Square Footage:			
Type of Sign(s): ☐ WL - Wall Sign ☐ GN - Ground Sign ☐ EN - Entrance Sign ☐ AW - Awning Sign ☐ CP - Canopy Sign ☐ PT - Projecting Sign ☐ DR - Directional Sign ☐ SB - Sandwich Board ☐ PR - Panel Replacement			

	Sign Type	Size of Sign Face	Total Area Sq. Ft.	Height of Ground Sign	Setback of Ground Signs From Right-of-Way	Type of Lighting*	Sign Fee	Permit Number (For Office Use Only)
		Length	Width					
1.		FT	X FT					
2.		FT	X FT					
3.		FT	X FT					
4.		FT	X FT					
5.		FT	X FT					

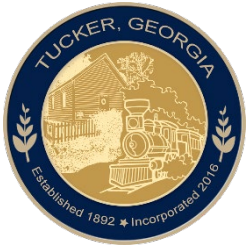
*Lighting Types: External Internal Backlit (white only if permitted)

NOTE: IF SIGN IS TO BE ILLUMINATED/ELECTRIFIED **DO NOT PROCEED** WITH WIRING UNTIL AN ELECTRICAL PERMIT IS OBTAINED BY A LICENSED ELECTRICAL CONTRACTOR

CONTRACTOR INFORMATION

Contractor must apply for and pick up sign permit

Name:	
Company Name:	
Address:	Zip:
Phone:	Email:
Business Lic. #:	
Contractor Signature:	Date:



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I, (applicant) _____, do solemnly swear that the information on this document 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 or 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.

Printed Applicant Name

Date

Applicant Signature

Date

I, (business owner) _____, do solemnly swear that the information on this document 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 or 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.

Printed Business Owner Name

Date

Business Owner Signature

Date



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AUTHORIZATION OF PROPERTY OWNER

I hereby authorize the business _____ to install a sign on the Subject Property
at _____.

I hereby certify that the information provided in the application is true and correct.

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

Printed Property Owner/Agent Name

Date

Property Owner/Agent Signature

Date

Notary Signature

State of Georgia

Sworn and Subscribed before me

This ____ day of _____ 20 ____

Notary Seal