

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

# Temporary Sign Permit Application

## REQUIRED FOR ALL SIGN APPLICATIONS

Application - completed and signed	<input type="checkbox"/>
Written and notarized permission from the owner/agent to install the sign on the property	<input type="checkbox"/>
Drawing or graphic of sign face showing dimensions (size) - 2 copies	<input type="checkbox"/>
Photographs or elevations of the site showing the proposed sign(s) location (signs on a building)	<input type="checkbox"/>
Site Plan showing proposed location of temporary sign and distance from right-of-way (signs on ground)	<input type="checkbox"/>
Special Administrative Permit (needed for special event signs; see page 2)	<input type="checkbox"/>

## PROPERTY INFORMATION

Street Address (where sign will be located):		Zip:
Building #:	Ste #:	Lot Size (acres):
Zoning District:	Overlay District (if applicable):	

## PROJECT INFORMATION

Business Name:	Business Owner:
Business Contact:	Phone: Email:
Business Address:	
Start Date: _____	End Date: _____ *Please see page 2 for time limit regulations

Type of Sign(s):  Banner  Special Event Sign  Other Temporary Sign

	Sign Type	Size of Sign Face		Total Area Sq. Ft.	Sign Fee
		Length	Width		
1.		FT	X FT		
2.		FT	X FT		
3.		FT	X FT		
4.		FT	X FT		
5.		FT	X FT		

## FEE SCHEDULE

Temporary Sign/Special Event Sign	\$50*
*fee applies to each 14-day period for banners, each 16-day period for special event signs, and each 60-day period for other temporary signs	

**Please read and acknowledge understanding of Section 34-54 of the City of Tucker's Sign Ordinance:**

**Sec. 34-54. - Signs requiring a temporary sign permit.**

The following types of signs require a temporary sign permit from the city in all zoning districts.

**(1) Banners.**

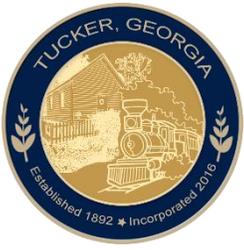
- a. Each temporary sign permit authorizes one banner at a time.
- b. On lots that do not contain multiple business establishments, banners are allowed for a period not exceeding 14 days and with no more than four such 14-day periods allowed per calendar year per lot.
- c. On lots that contain multiple business establishments, banners are allowed for each establishment for a period not exceeding 14 days and with no more than four such 14-day periods allowed per calendar year per establishment.
- d. Individual banner permits may be divided into two non-consecutive weeks, provided the dates are stated on the permit.
- e. Banner may not exceed 32 square feet in area.
- f. No banner must be mounted so as to extend above the horizontal plane of the roof where the building wall and roof meet or shall not extend more than five feet above grade when on the ground.
- g. Banners must be erected with supports or other means so that they do not sag.
- i. Banners must be maintained in good condition as provided for flags in section 34-53(b).

**(2) Special event signs.** A site holding a valid special administrative permit in any zoning district, or a site containing an authorized use and located in a non-residential zoning district, DT district, or NL district is allowed special event signs, subject to the following requirements:

- a. The signs and devices must be constructed of, or must be described as, banners, metal, wood, pennants, flags, feather signs, balloons, or streamers;
- b. The maximum size allowance for all the devices and signs may not exceed 150 square feet;
- c. The signs may be attached to the exterior wall or walls of a building, no higher than the top of the parapet or roof and may not be placed, located or connected nearer than 50 feet from the center of the street or roadway, or 20 feet from the curb or edge of the pavement, whichever is further from the center of the street or roadway and shall be out of the dedicated right-of-way;
- d. The signs must be removed within 48 hours of the completion of the event;
- e. Special event signs may not be used for more than 16 consecutive days; and
- f. Special event signs may not be used more than two times per calendar year on the same site.

**(3) Other temporary signs.** The following applies to temporary signs other than banners or special event signs:

- a. One sign is permitted per lot, except that corner lots may have one sign located on each adjacent street.
- b. Signs may not exceed 32 square feet in area.
- c. Signs may not exceed eight feet in height.
- d. Signs may not be illuminated.
- e. Signs must be rigid and may not be made of fabric or similar materials.
- f. Sign faces must be constructed of materials that present a finished appearance. Rough-cut plywood and plastic are not allowed.
- g. Any sign frames must be made of painted or stained wood, anodized aluminum, or metal. Plastic frames are not allowed.
- h. Signs must be maintained in good condition as provided for flags in section 34-53(b).
- i. Construction signs must comply with the following time limits:
  1. Signs may not be erected until the first development permit for the project has been issued. If development is not begun in 60 days or if construction is not continuously and actively pursued to completion, all signs must be removed.
  2. Signs must be removed when a certificate of occupancy is issued, or when the permanent sign is installed, or when the development permit expires, whichever occurs first.
- j. Temporary signs other than construction signs may be used for a period not exceeding 60 consecutive days. Additional posting time may be allowed by the director, provided the temporary activity on the site is continuing.



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

# Temporary Sign Permit Application

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, including but not limited to Chapter 34: *Signs*.

\_\_\_\_\_  
 Printed Applicant Name

\_\_\_\_\_  
 Applicant Signature

\_\_\_\_\_  
 Date

## AUTHORIZATION OF PROPERTY OWNER

I hereby authorize the following 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