

## **Application Instructions**

### **GENERAL INFORMATION**

- Refer to Chapter 14 Sign Ordinance of the City of Doraville Code of Ordinances for regulations pertaining to signage.
- All permanent signs must be fabricated and installed by a licensed sign contractor.
- All businesses are required to have an identifier sign showing the business name and numeric address, including suite number, in letters not less than 8' in height per Sec. 14-12(h) of the City Code.
- Applications may include multiple signs, however, a separate permit fee is assessed for each sign. Each permit application (with one or more signs) must include dimensions on each drawing sheet. Applications with multiple signs shall also include a cover page with all signs listed and dimensions noted for each in a Table. Dimensions and area (measured in square feet) of building facades and the number, type, and aggregate area (measured in square feet) of free-standing signs shall also be included in the Table for wall signs and free-standing signs as applicable.
- Only original signed applications are accepted by the City. Faxed and/or emailed applications are not accepted.
- Incomplete applications will not be accepted.
- All applications must be reviewed for approval by the City of Doraville. Applicant will be contacted when review is complete and permit is ready to be issued. Permit fees are due at the time of issuance. **Do not fabricate, construct, or erect sign until permit has been issued.**
- Sign permits are valid for six (6) months from date of issue. A new sign permit must be applied for if signs are not installed during the six month period.
- All permanent signs require a final inspection and, if lighted, an electrical inspection. Free-standing (monument and stanchion) signs also require a footing inspection.

### **SUBMISSIONS REQUIRED FOR PERMANENT SIGN APPLICATIONS**

#### All Permanent Signs:

- Copy of current occupational tax certificate (OTC) for the business establishment seeking a sign
- Copies of sign contractor's current occupational tax certificate and proof of identity.
- To-scale drawings of proposed sign design, showing dimensions (in feet and inches).

#### Monument or Stanchion Signs:

- Site plan or plat of property showing location of proposed sign and setbacks (shown in feet) from right-of way.
- Monument or stanchion signs higher than 48 inches from finished grade require a scaled, structural drawing stamped by a Georgia registered structural engineer certifying that the shape, design, and construction of the proposed sign is in compliance with the Southern Standard Building Code and all other provisions of the City of Doraville Code of Ordinances, Section 14.
- The total number, types of signs, and locations of other monument or stanchion signs on the parcel excluding the proposed sign.

#### Wall Signs:

- To-scale dimensioned elevation and section drawings (showing attachment method to building façade) of proposed signage. Include dimensions of width and height and square footage area of proposed sign on the drawings.
- To-scale elevation drawing (and/or photographs) of entire façade of building/tenant space, showing placement of sign on façade. Show dimensions of height (excluding parapet wall or cornice) and width of the building façade on which the sign is to be placed. Include dimension on the drawings.

#### Lighted Signs:

- Internally-illuminated signs must be connected by a licensed electrician with a current State of Georgia card and an occupational tax certificate (e.g. business license) from a governing authority in Georgia. Provide specifications drawing of lighting mechanism. An electrical permit must be obtained **prior** to the issuance of the sign permit.

#### Billboard Signs:

- Plat map of property showing location of proposed sign, adjacent roadways with street name designations, distance from State/Federal highways, distance from other billboards and residential areas, surrounding zoning and land uses, nearest residential parcel, and notation of all relevant State or Federal distance requirements.

#### Sign Permit Fees:

- Refer to Fee Schedule



Permit #: _____
Application Date: _____

**SIGN PERMIT APPLICATION (Permanent)**

**PRINT INFORMATION CLEARLY**

<b>Site Address:</b>		<b>Suite/Unit #:</b>
<b>Name of Business Sign is to promote:</b>		<b>Type of Business:</b>
<b>Occupational Tax Certificate (OTC):</b> <input type="checkbox"/> Issued <input type="checkbox"/> Not Issued. COPY of OTC certificate <u>must</u> be submitted with this application.		
Parcel # _____ - _____ - _____ - _____	Zoning District:	Parcel Size: _____ SF/acres (circle one)
<b>PROPERTY INFORMATION</b>		
Sign Site Is: <input type="checkbox"/> Stand-Alone Business Location <input type="checkbox"/> Office/Shopping Center <input type="checkbox"/> Subdivision/Multi-family Complex <input type="checkbox"/> Institution		
Name of Shopping/Business Center of Sign Location: _____		
<b>PROPERTY OWNER/OWNER'S AGENT (CIRCLE ONE)</b>		
Property Owner/Owner's Agent:		Phone:
Address:	Suite #:	E-mail:
City:	State:	Zip:
<b>Property Owner or Owner's Agent named above hereby grants consent for the placement and maintenance of the proposed sign.</b>		
Signature of Property Owner/Owner's Agent (AGENT CERTIFIES OWNER GRANTS AUTHORITY): _____		
<b>APPLICANT (must submit proof of identity at time of application)</b>		
Applicant is: <input type="checkbox"/> Property Owner <input type="checkbox"/> Authorized Permit Agent <input type="checkbox"/> Architect/Engineer <input type="checkbox"/> General Contractor (license # _____)		
Company Name:		Phone:
Contact Name:		E-Mail:
Address:		Suite #:
City:	State:	Zip:
<b>SIGN INFORMATION (provide sign dimensions, building façade wall area (include height &amp; width), and property size on <u>each</u> drawing)</b>		
<b>Type of Sign:</b> <input type="checkbox"/> Wall Sign <input type="checkbox"/> Awning Sign <input type="checkbox"/> Panel Replacement <input type="checkbox"/> Monument (Ground) Sign <input type="checkbox"/> Stanchion (Pole) Sign <input type="checkbox"/> GDOT Billboard Sign		Number of Tenant Panel Inserts: _____
Total Number of Signs proposed:		
Estimated cost of sign & installation: \$	Address/suite number will be: <input type="checkbox"/> On this sign <input type="checkbox"/> On wall, door, or window	
Explain how sign is to be mounted or erected (print clearly):     		

The undersigned, upon oath, states that the above information is true and correct, understands that the Permit issued is only for the sign and its installation as stated, and that the all requirements are not met until a Certificate of Completion has been issued by the City of Doraville. The permit is granted on the express condition that the said sign shall, in all respects, conform to the ordinances and laws of the City of Doraville, Georgia, including the zoning ordinance, regulating the installation and maintenance of signs, and may be revoked at any time upon violation of any provisions of said ordinances. Installation must be complete no more than six (6) months from the issue date of the permit. All required attachments must be submitted with the completed application. Incomplete applications will be automatically denied and any subsequent application shall constitute a new review fee and new review period. If any information is found to be false or misrepresented, the permit will be deemed invalid. I agree to indemnify and hold harmless the City of Doraville from all damages, demands, or expenses of every character which may in any manner be caused by construction and/or the structure. **ZONING APPROVAL REQUIRED PRIOR TO PERMIT ISSUANCE.**

**Applicant Printed Name:** \_\_\_\_\_ **Applicant Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_



SUBMIT THIS PAGE FOR EACH SIGN PROPOSED

Permit #: _____
Application Date: _____

**SIGN PERMIT APPLICATION (Permanent)**

PRINT INFORMATION CLEARLY

<b>Site Address:</b> _____		<b>Suite/Unit #:</b> _____
<b>Name of Business Sign is to promote:</b> _____		<b>Type of Business:</b> _____
<b>Occupational Tax Certificate (OTC):</b> <input type="checkbox"/> Issued <input type="checkbox"/> Not Issued. <b>COPY of OTC certificate <u>must</u> be submitted with this application.</b>		
Parcel # _____ - _____ - _____ - _____	Zoning District: _____	Parcel Size: _____ SF/acres (circle one)

**SIGN INFORMATION (provide sign and building façade wall dimensions on each drawing)**

**Type of Sign:**  
 Wall Sign  Awning Sign  Panel Replacement  Monument (Ground) Sign  Stanchion (Pole) Sign  GDOT Billboard Sign

**Distance of sign** from the closest adjacent signs in both directions: \_\_\_\_\_ FT to left and \_\_\_\_\_ FT to right

**Wall Sign (on a building façade)**

Width: _____ FT	Height: _____ FT	Building Façade Wall Area = Width _____ FT X Height _____ FT = _____ SF
Total Sign Area = _____ SF	Is wall sign ≤ 10% of building façade wall area? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**Free-Standing Signs (monument, stanchion or billboard). Include parcel size on drawings.**

Number and Aggregate (total) area of all existing free-standing signs on this parcel: Number: \_\_\_\_\_ Aggregate Area: \_\_\_\_\_ SF

# of Tenant Panel Inserts: _____	Size of proposed sign panel: _____ SF	Overall Size of Sign: Width _____ FT ▪ Height _____ FT
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**Lighted Sign (provide drawing of specifications)**

Yes  No *For lighted sign, a qualified, licensed electrician must obtain an electrical permit BEFORE sign permit will be issued.*

Internal Illumination  External Illumination Electrical Permit No. \_\_\_\_\_

The undersigned, upon oath, states that the above information is true and correct, understands that the Permit issued is only for the sign and its installation as stated, and that the all requirements are not met until a Certificate of Completion has been issued by the City of Doraville. The permit is granted on the express condition that the said sign shall, in all respects, conform to the ordinances and laws of the City of Doraville, Georgia, including the zoning ordinance, regulating the installation and maintenance of signs, and may be revoked at any time upon violation of any provisions of said ordinances. Installation must be complete no more than six (6) months from the issue date of the permit. All required attachments must be submitted with the completed application. Incomplete applications will be automatically denied and any subsequent application shall constitute a new review fee and new review period. If any information is found to be false or misrepresented, the permit will be deemed invalid. I agree to indemnify and hold harmless the City of Doraville from all damages, demands, or expenses of every character which may in any manner be caused by construction and/or the structure. **I HEREBY AUTHORIZE CITY STAFF TO INSPECT PREMISES OF ABOVE DESCRIBED PROPERTY. ZONING APPROVAL REQUIRED PRIOR TO PERMIT ISSUANCE.**

**Applicant Printed Name:** \_\_\_\_\_ **Applicant Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>CITY APPROVAL – Do Not Write in This Space</b>	
<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Conditions: _____
<input type="checkbox"/> Denied:	_____ (reason)
Signature: _____	Date: _____