

Application Instructions: (Refer to Chapter 14 Sign Ordinance of the City of Doraville for regulations pertaining to signage.)

GENERAL INFORMATION

- 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. Drawings submitted must be at a clearly legible scale.
- 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. **It is recommended not to 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.
- Fees: The payment in full of the sign permit application fee upon application submission. Refer to the Fee Schedule.

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 and electrician's current occupational tax certificate and proof of identity.
- The type of sign to be erected, the area and dimensions of the sign, the shape of the sign, how the sign is to be illuminated (if at all), and an explanation of how the sign is to be mounted or erected.
- Elevation drawings, drawn-to-scale, of the subject sign. For wall signs show sign placement on a dimensioned building elevation drawing or photograph.
- The size of the parcel on which the sign is to be placed.

Monument or Stanchion Signs:

- An engineered, scale drawing, containing a certification that the shape, design and construction of the sign is in compliance with the latest edition of the state mandated building codes as adopted and amended by Georgia Department of Community Affairs, and all of the other provisions of sign ordinance.
- Site plan drawn-to-scale showing property lines and the proposed location of the subject sign, location of all ground mounted signs on the property, entrance driveways from public streets, street right-of-ways, public/private easements, adjacent overhead utilities, and building footprint locations and gross floor area of buildings.
- Total number, dimensions & height of all existing ground mounted signs, and combined aggregate area of such signs on parcel.

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.
- Show sign placement on a dimensioned (height and width, excluding the parapet wall or cornice) building elevation drawing or photograph. Multi-tenant façade, provide dimensions of subject tenant's façade wall.
- Total number of existing wall signs on the façade where new sign is proposed. Include dimensions and height of each existing sign.

Lighted Signs:

- Internally-illuminated signs must be connected by a licensed electrician with a current State of Georgia card and 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.



Permit #: _____

Application Date: _____

SIGN PERMIT APPLICATION (Permanent)

PRINT INFORMATION CLEARLY

Site Address:		Suite/Unit #:
Name of Business Sign is to promote:		Type of Business:
Occupational Tax Certificate (OTC): <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)
PROPERTY INFORMATION		
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: _____		
PROPERTY OWNER/OWNER'S AGENT (CIRCLE ONE)		
Property Owner/Owner's Agent:		Phone:
Address:	Suite #:	E-mail:
City:	State:	Zip:
Property Owner or Owner's Agent named above hereby grants consent for the placement and maintenance of the proposed sign.		
Signature of Property Owner/Owner's Agent (AGENT CERTIFIES OWNER GRANTS AUTHORITY): _____		
APPLICANT (must submit proof of identity at time of application)		
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:
SIGN INFORMATION (provide sign dimensions, building façade wall area (include height & width), and property size on <u>each</u> drawing)		
Type of Sign: <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

Site Address: _____		Suite/Unit #: _____
Name of Business Sign is to promote: _____		Type of Business: _____
Occupational Tax Certificate (OTC): <input type="checkbox"/> Issued <input type="checkbox"/> Not Issued. COPY of OTC certificate must be submitted with this application.		
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 <i>Dimensions are for occupied tenant space width and height (e.g. floor level height only).</i>
Total Sign Area = _____ SF	Is wall sign ≤ 10% of building façade wall area? <input type="checkbox"/> Yes <input type="checkbox"/> No

FREE-STANDING SIGN (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
 Size of each free-standing size (height x width): #1 _____ #2 _____ #3 _____ #4 _____

# of Tenant Sign Panel Inserts: _____	Size of sign PANEL: _____ SF	Overall Stanchion Sign Height: _____ FT
Angle of Panels: _____ degrees		Overall Monument Sign Size: Width _____ FT ▪ Height _____ FT

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** _____

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

NOTARIZED AUTHORIZATION OF PROPERTY LANDOWNER

TYPE OF APPLICATION: Sign Permit

I, _____ SWEAR THAT I AM THE **PROPERTY**
Printed owner(s) name

LANDOWNER OF: _____
AND PARCEL ID NO. _____

AS SHOWN IN THE RECORDS OF DEKALB COUNTY, GEORGIA WHICH IS THE SUBJECT MATTER OF THE ATTACHED APPLICATION. I AUTHORIZE THE PERSON NAMED BELOW TO ACT AS THE APPLICANT IN THE PURSUIT OF THIS APPLICATION. I ALSO HEREBY AUTHORIZE CITY STAFF TO INSPECT PREMISES OF ABOVE DESCRIBED PROPERTY.

NAME OF APPLICANT (PRINT CLEARLY):

ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

Signature of Property Landowner

Personally Appeared
Before Me

Print Name of Property Landowner

Who Swears That The
Information Contained
In this Authorization
Is True and Correct
To The Best of His or Her
Knowledge and Belief.

Address of Property Landowner

Signature of Notary Public

Date