



Permit No.: \_\_\_\_\_

**TEMPORARY SIGN PERMIT APPLICATION**

**SITE ADDRESS:** \_\_\_\_\_

Application Date: \_\_\_\_\_ Suite No.: \_\_\_\_\_

**PROPERTY INFORMATION**

Sign Site Is:  Stand-Alone Business Location  Office/Shopping Center  Subdivision/Multi-family Complex  Institution

Shopping/Business Center of Sign Location: \_\_\_\_\_

**PEOPLE INFORMATION**

Applicant is:  Property Owner  Contractor  Qualifying Agent  Business Owner  Not-for-Profit Organization

**Applicant:** \_\_\_\_\_ Phone: \_\_\_\_\_

Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Suite No.: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_ Phone: \_\_\_\_\_

Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Suite No.: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**SIGN INFORMATION**

Name of Entity the Sign is to Promote: \_\_\_\_\_

- Banner  Flag  Pennant/Streamer  Balloon  Inflatable  Yard Sign
- Vacancy Sign – Initial  Vacancy Sign - Renewal

Size of Sign: Width \_\_\_\_\_ FT x Height \_\_\_\_\_ FT = Area \_\_\_\_\_ SF Cost of Sign and Installation: \$ \_\_\_\_\_

Explain how sign is to be mounted or erected:

**GENERAL INFORMATION**

- One (1) sign per application.
- Original signed applications only (application may not be a copy and may not be faxed or e-mailed).
- 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 issue. Do not fabricate, construct, or erect sign until permit has been issued.

**ATTACHMENTS REQUIRED FOR SIGN APPLICATIONS**

- Site plan or plat of property showing location of proposed sign. Signs may not be placed in the right-of way.

**ADDITIONAL INFORMATION FOR TEMPORARY SIGNS**

- A permit sticker will be provided when the permit is issued and must be attached to the temporary sign.
- Temporary promotional sign permits are valid for a 14-day period. Section 14-8.1 of the City’s Code of Ordinances states that if the sign is not removed at the end of the permit period, the applicant will be subject to citation and that each day the sign is not removed constitutes a separate violation.
- A business or organization may obtain up to three (3) temporary promotional signs permits each calendar year for its premises. Only one (1) such sign per road frontage may be located on the premises at a time; establishments located in a multi-tenant center are considered to have one (1) road frontage.
- There is no renewal provision for temporary sign permits. A new application must be submitted for each 14-day permit.

**TEMPORARY SIGN  
PERMIT  
APPLICATION**

Permit No: \_\_\_\_\_

Site Address: \_\_\_\_\_

**ADDITIONAL INFORMATION FOR SIGNS DURING VACANCY**

- \$50.00 application review fee must be paid at the time of application.
- One (1) on-premises vacancy sign per access-providing street frontage is allowed. Vacancy signs may be free-standing or wall banners. Size limitations are stated in the City Code of Ordinances.
- Permits for signs during vacancy are issued for an initial one-year period and may be renewed. Signs must be maintained in good condition and be removed when 80% occupancy is reached or a property for sale has been sold.
- See Section 14-12 (i) of the City Code of Ordinances for regulations.

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 the temporary sign is removed at the end of the permit period. If the permitted sign is not removed at the end of the permit period, the applicant may be subject to citations and fines from 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. 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.

Applicant's Printed Name: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

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