



City of Atlanta Bureau of Buildings

Checklist for Submission of plans for Sign Permits

The City of Atlanta is enforcing the 1982 Atlanta Zoning Ordinance, Part 16 of the Code of Ordinances, as amended. See Part 16, Chapter 28A of the Atlanta Zoning Ordinance for sign regulations.*

EFFECTIVE OCTOBER 30, 2003

I. GENERAL REQUIREMENTS

- a. Two copies of plans as provided below.
- b. Site Plans for new freestanding signs.
- c. Sign rendering (artistic version or interpretation of sign) for all signs
- d. Building elevations for wall signs
- e. All plans must be accurate, legible, with dimensions and drawn to a standard scale.

II. ADDITIONAL REQUIREMENTS

The following material may be required if applicable:

- a. Survey sealed by a Georgia Registered Land Surveyor for free new freestanding signs.
- b. UL number on electrical signs.
- c. Insurance Policy on signs in the Right of Way
- d. Special Administrative Permit – Bureau of Planning
- e. Airport Approval for signs at the airport only – Department of Aviation
- f. Urban Design Approval for signs in historical, preservation districts and on public owned properties.
- g. Planning Approval for variances or special uses – Bureau of Planning
- h. Traffic & Transportation for free standing signs– Department of Public Works
- i. Underground Atlanta for signs at Underground
- j. Greenbriar Mall for signs at Greenbriar Mall.
- k. Any information the City of Atlanta, Bureau of Buildings, Zoning Enforcement Division needs for sign review analysis.

III. Submission of Applications

- a. Application must be submitted to the Bureau of Buildings, Zoning Enforcement Division (404-330-6175) located at City Hall South, 55 Trinity Avenue, Suite 3900, Atlanta, Georgia 30331 between 8:15 a.m. and 2:30 p.m. on Monday, Wednesday, Thursday and Friday. (The Division is closed to the public on Tuesday).
- b. Application must be complete with all required material to be accepted.
- c. Addresses must be verified.
- d. Approval or Denial of the sign application must be made within 30 days.
- e. Applicant will be notified of the status of the application.
- f. All permits must be picked up from the Zoning Enforcement Division so they can be signed and paid by the Applicant.
- g. All signs erected/changed must be comply with the City of Atlanta Zoning Ordinance regulations.
- h. Any appeals to the approval or denial of a sign application should be submitted to the Board of Zoning Adjustment, Bureau of Planning (404-330-6145) located at City Hall South, 55 Trinity Ave., SW, Suite 3350.

*The City of Atlanta Zoning Ordinance can be accessed through the City web site at <http://livepublish.municode.com/LivePublish/newonlinecodes.asp?infobase=10376>