



# SIGN PERMIT APPLICATION

65 Lawrenceville Street, Norcross, Georgia 30071 Telephone: 678-421-2027  
Facsimile: 770-242-0824

## PROPERTY OWNER INFORMATION

Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Cell: \_\_\_\_\_  
Owner's Address: \_\_\_\_\_ Suite: \_\_\_\_\_  
Address: \_\_\_\_\_ Suite: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## PROPERTY LOCATION

Tax Parcel Number: \_\_\_\_\_ Zoning: \_\_\_\_\_  Overlay District  Historic District  
Address: \_\_\_\_\_ Suite: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## BUSINESS INFORMATION

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Business License, Change of Occupancy or Building Permit Number: \_\_\_\_\_

## SIGN CONTRACTOR /APPLICANT INFORMATION

Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_ Suite: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Sign Contractor Business License Number: \_\_\_\_\_  
Sign Contractor Insurance Company and Policy No.: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email \_\_\_\_\_



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## SIGN INFORMATION

Select the type of sign being applied for:  New Wall  Existing Panel Exchange  Projecting  
 Commercial Real Estate  Monument  Other: \_\_\_\_\_

**NOTE: REFER TO SPECIFIC ADDENDUM SHEETS ATTACHED BELOW FOR GUIDELINES**

This sign will be:  internally illuminated  externally illuminated  non-illuminated

Sign wording/graphics: \_\_\_\_\_

Total number of signs per façade applied for: \_\_\_\_\_ Sign 1: Length: \_\_\_\_\_ Height: \_\_\_\_\_

Sign 2: Length: \_\_\_\_\_ Height: \_\_\_\_\_ Sign 3: Length: \_\_\_\_\_ Height: \_\_\_\_\_

Combined square footage of sign(s): \_\_\_\_\_

Total number of existing signs per facade: \_\_\_\_\_ Sign 1: Length: \_\_\_\_\_ Height: \_\_\_\_\_

Sign 2: Length: \_\_\_\_\_ Height: \_\_\_\_\_ Sign 3: Length: \_\_\_\_\_ Height: \_\_\_\_\_

Combined square footage of existing sign(s): \_\_\_\_\_

NOTE: THE ABOVE SIGN DIMENSIONS SHOULD BE SUBMITTED IN INCHES ONLY; TOTAL AREA SHOULD BE IN SQUARE FEET ONLY.

The maximum height of this sign above street level will be: \_\_\_\_\_

Width of the building or suite facing the right-of-way: \_\_\_\_\_ (Wall Sign)

Width of the property facing the right-of-way: \_\_\_\_\_ (Ground Sign)

Will the sign incorporate day-glow colors?  Yes  No

Describe how the sign will be attached to the façade or structure: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Sign mount detail attached?  Yes  No

Description of materials used to create sign: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



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## ONE OR MORE OF THE FOLLOWING MUST ACCOMPANY THIS APPLICATION:

- For wall or projecting signs, submit before and after rendering or photo showing the location of the sign on the building.
- For all signs submit a dimensioned drawing depicting the proposed sign's location and indicating height, width, construction materials, scaled rendering of the sign showing all dimensions.
- For all signs submit a detail explaining how the sign will be erected and/or mounted.
- For wall signs and all monument signs submit a material description and sample.
- For all applications submit a copy of the business license and insurance card for the sign company and/or installation company.
- Submit a notarized translation if sign will contain a language other than English.
- An electrical permit application and separate fee is required if any and all electrical, which may now or in the future serve the above-mentioned sign.

## PROPERTY OWNER/OWNER REPRESENTATIVE'S SIGNATURE

By signing this application, 1) the property owner or owner's representative hereby grants permission for the placement or maintenance of the sign, 2) you are agreeing that you have read the City of Norcross Sign Ordinance and related codes, and 3) agree to obtain an electrical permit for any and all electrical, which may now or in the future serve the above-mentioned sign, 4) any sign installed prior to issuance of permit is subject to double permit fees.

Signature

Date

## APPLICANT'S SIGNATURE

Signature

Date

Please note: All new monument sign applications must be submitted by the 3<sup>rd</sup> Monday of the month in order to be reviewed by the Architectural Review Board which meets on the 3<sup>rd</sup> Monday of the following month.

## CITY USE ONLY. DO NOT WRITE IN THIS AREA.

Date issued: \_\_\_\_\_ Receipt No.: \_\_\_\_\_ Permit No.: \_\_\_\_\_ Fee Paid \$ \_\_\_\_\_

Approved: \_\_\_\_\_ Approved with conditions (see attached notes): \_\_\_\_\_ Denied: \_\_\_\_\_

By: \_\_\_\_\_



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ARB Meeting Date: \_\_\_\_\_

## MONUMENT SIGN ADDENDUM SHEET

- 1) The highest point of the proposed monument sign will be \_\_\_\_\_ feet above street level and \_\_\_\_\_ feet above ground level (code allows for the sign structure to be 6 feet above street level but no higher than 10 feet above ground level).
- 2) Attached is a topographical cross section or elevation view reflecting the sign height in relation to the street.
  - Attachment enclosed.
- 3) Attached is a scaled plat map of the property which bears the proposed location of the sign.
  - Attachment enclosed.
- 4) Attached is a scaled rendering of the sign showing all dimensions.
  - Attachment enclosed.
- 5) Any sign 4ft in height measured from the bottom of the footing to the top of the visible exterior shall be accompanied by plans prepared by a design professional. Additional fees will include a building code review for the plans, a building permit for the construction and any required electrical work. Measured from the bottom of the footing, will the sign structure will be 4 feet or higher?
  - Yes  No
- 6) The proposed monument sign will be located \_\_\_\_\_ feet from the right-of-way (minimum 10ft required) and \_\_\_\_\_ feet from the back of the curb. Ground signs must be located outside any easements.
- 7) Address identification shall be located on the proposed monument sign and shall be in figures at least six inches high on a contrasting background that will allow 24-hour visibility. Address area shall not be included in allowable square footage calculations.
- 8) The proposed monument sign will use the following colors and materials:

	Colors	Material Description	Manufacturer's Product Identification (colors & materials)
<b>Sign Face</b>			
<b>Sign Base</b>			



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## REDEVELOPMENT OVERLAY AREA DISTRICT (RAOD) ADDENDUM

Select the type of sign being applied for:  New Wall  Existing Panel Exchange  Awning  Canopy  Projecting  Suspended

1) Primary entrance maximum square footage = Width of standalone building or specific suite multiplied by 2.5. NOTE: All signage for the primary entrance is limited to a maximum of 50 square feet. No single sign may exceed 25 square feet.

Width of suite or building \_\_\_\_\_ Maximum allowable square footage: \_\_\_\_\_

2) Window signage shall be no larger than 10% of the available window area of a specific suite or stand alone building.

Total window area: \_\_\_\_\_ 10% area: \_\_\_\_\_

3) Sign height: maximum height may not exceed 20 feet; minimum height may not be below 8 feet.

Maximum height of sign: \_\_\_\_\_ Minimum height of sign: \_\_\_\_\_

4) Does the stand alone building or specific suite provide a secondary entrance for customers on the rear or side of the building or suite?  Yes  No

a. If yes, what is the total area of the side that provides a secondary entrance for customers? \_\_\_\_\_ Square feet.

5) The following types of signs are prohibited: oversized, internally illuminated, neon, variable message boards, LED panels, day-glow, V-shaped or signs with two faces, signs which rotate or otherwise feature movement. NOTE: only existing panel signs shall be allowed to be internally illuminated.

## PROJECTING SIGN ADDENDUM

1) Sign height: \_\_\_\_\_ Sign width: \_\_\_\_\_ Length of projecting arm: \_\_\_\_\_

2) Distance between wall and sign's closest edge to wall: \_\_\_\_\_

3) Distance between wall and sign's furthest edge from wall: \_\_\_\_\_

4) Distance between sign's lowest point and ground level: \_\_\_\_\_