



GWINNETT COUNTY
Department of Planning & Development
One Justice Square
446 West Crogan Street, 1st Floor, Suite 150
Lawrenceville, Georgia 30046
Phone: 678.518.6000 Fax: 678.518.6240
www.gwinnettcounty.com

Wall Sign Permit Application Package **(Wall Signs Only)**

- **“How to Obtain a Wall Sign Permit” (Revised February 2010)**
- **Wall Sign Permit Application Form (Revised June 2004)**
- **Wall Sign Permit General Information Guidance Document (Revised March 2011)**
- **Existing Signage Removal Affidavit (Revised June 2004)**



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How to Obtain a Wall Sign Permit (Revised February 2010)

- Step 1. Verify zoning of property**, whether or not the property is located in an Overlay Zone, and any additional signage restrictions (above & beyond the Sign Ordinance) contained in conditions of zoning approval adopted by Resolution of the Board of Commissioners. Contact the Current Planning Section of Planning & Development in person or by calling 678.518.6200 for this information. A street address or Map Reference Number (Tax Account Number) will be needed. Typical office hours for the Current Planning Section are 8 am to 5 pm, Monday through Friday, except holidays.
- Step 2.** Obtain a Wall Sign Permit Application Form and information package. These may be obtained by visiting the offices of Planning & Development, by calling 678.518.6000, or printed from the county's web page at the "A-Z Index" under "G" or "S."
- Step 3.** Fill out the **a) Wall Sign Permit Application Form**, attach the required **b) Wall Sign Details** (with dimensions & square feet information), **3) Gross Floor Area Square Footage Documentation**, and attach the **4) Sign Permit Fee**.
- Step 4.** Sign in on the **Sign Permit Sign-In List** at the reception desk of Planning & Development to submit the complete permit application "package." Typical office hours are 8 am to 5 pm, Monday through Friday, except holidays. The review and issuance of sign permits is a "**Drop-Off Process**" for the initial review. Applicants will be contacted within 3 to 5 business days after submittal if the permit is ready for issuance or if it has been denied (a list of reasons for denial will be provided to the applicant).
- Step 5.** When contacted by Development Review Section staff that the permit is ready for issuance, a return visit to Planning & Development is necessary. Sign in at the reception desk on the Sign Permit Sign-In List. The Wall Sign Permit can then be issued.



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Wall Sign Permit Application Form

(Revised June 2004)

Please complete this application and submit with all necessary attachments as stated in the “**Wall Sign Permit General Information Guidance Document**.” Please type or print legibly using blue or black ink. Incomplete or illegible applications CANNOT be accepted.

Sign Permit Applicant Information	Sign Contractor Information
Applicant Name: _____	Sign Contractor Name: _____
Address: _____	Address: _____
City: _____	City: _____
State: _____ Zip Code: _____	State: _____ Zip Code: _____
Phone: _____	Phone: _____
Fax: _____	Fax: _____
Contact Person Name: _____	Contact Person Name: _____
Contact Person Phone: _____	Contact Person Phone: _____
Email Address: _____	Email Address: _____
Property Owner Information	
Property Owner Name: _____	
Address: _____	
City: _____	
State: _____ Zip Code: _____	
Phone: _____	

Site Address of Proposed Sign(s): _____

Building Number and/or Suite (if applicable): _____

Business Name for Signs: _____

Gross Floor Area of Business (square feet): _____

Is the business a restaurant? No Yes. If yes, parking calculations may be required if multi-tenant building.

Estimated Cost of Sign Construction: \$ _____ Interior Finish Permit No.: _____

• which each of the following applies:

Building on Individual Non-Residential Lot Building on Individual Residential Lot

• Name of Establishment: _____

Business in a Planned Commercial or Retail Center Business in a Planned Office or Industrial Center

• Name of Commercial, Retail, Office or Industrial Center: _____

Gross Wall Elevation of Building (Industrial Districts Only): _____ square feet

Wall Elevation Identifier (e.g. Front, Side, Rear)	Existing Sign Square Footage	Proposed Sign Square Footage	Total Sign Square Footage per Wall
Total Square Footage of All Wall Signs (existing & proposed):			

Are there any **EXISTING** Wall Signs located on the building or property? No Yes. If yes, explain what will happen with these existing signs: _____

If existing Wall Signs will be removed, please complete and attach the "**Existing Signage Removal Affidavit.**"

*****Owner / Agent Signature*****

I hereby certify that there are no existing signs except those indicated on this application or that any sign(s) not listed on this application will be removed before any new sign(s) are installed. I further certify that I am the owner or duly authorized agent of the owner for the placement and maintenance of sign(s) hereunder. I further certify that all necessary building and/or electrical permits required for the installation of sign(s) will be obtained prior to installation.

Signature of Owner / Agent

Printed Name

Date Signed

Aggregate Sign Area. The combined sign surface area of all signs on a lot, excluding the area of one face of all double-faced signs. Non-commercial flags and banners are excluded from any determination of aggregate sign area (Section 86-101).

Sign Surface Area. The smallest square, rectangle, triangle, circle or combination thereof, which encompasses the entire sign inclusive of any border and trim, but excluding the base, apron, supports, and other structural members (Section 86-101).

Premises. A lot, parcel, tract, or plot of land together with the buildings and structures thereon ("The New Illustrated Book of Development Definitions, 1993").

*****To Be Completed by Planning & Development Staff*****

MRN: _____ Zoning District: _____ Zoning Case Number: _____

Allowable signage per Sign Ordinance (square feet): _____

Allowable signage per Zoning Case (square feet): _____

Application Checked By: _____ Date: _____
Development Review Staff

Sign Permit is hereby: Approved Denied Reason for Denial: _____

By: _____
Development Review Staff

Date of Action



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General Information Guidance Document (Revised March 2011)

This document's purpose is to provide general guidance in obtaining a Wall Sign Permit. The Development Review Section is responsible for the review & issuance of Sign Permits. Sign Permit processing is a "drop-off" process for the initial review. Typical office hours for the Development Review Section are 8 am to 5 pm, Monday through Friday, except holidays. The following information is necessary to process each Wall Sign Permit application:

1. **Application Form.**

Complete a Wall Sign Permit Application Form. The form can be obtained by visiting the Development Review Section, on-line at the county's web page in the "A-Z Index," or by calling 678.518.6000. The **property owner** or the owner's authorized agent **must sign** the application form or a separate letter must be provided from the property owner or agent authorizing the sign installation. Submit the application form to the Development Review Section. **Incomplete applications can NOT be accepted for processing.**

2. **Sign Permit Fee.**

The Sign Location Permit Fee must accompany the application form. The fee is \$150 (payable to "Gwinnett County"). This fee is doubled for any sign that is erected or under construction prior to obtaining the Sign Location Permit.

3. **Gross Square Feet of Floor Space (individual businesses / tenants & businesses in planned commercial centers).**

Provide one (1) copy of approved floor space or provide one (1) copy of the lease agreement between the property owner and tenant indicating leased floor area.

4. **Building Elevations and/or Square Feet of Wall Area (individual offices in planned office or industrial centers).**

- a. Building elevations are required for wall signs if the project is an individual office in a planned office or industrial center.
- b. Allowable sign area is based upon the size of the wall area (in square feet).
- c. Provide one (1) copy of required plan elevation/information in order to verify allowable wall signage.

5. **Wall Sign Details.**

- a. Wall sign details must include complete dimensions of all signs and sign structures and must show total area in square feet.
- b. Identify which building elevation the sign is to be affixed. If the building has multiple elevations, provide a floor plan showing the elevations (example: front is elevation A; right side is elevation B; etc.).
- c. Provide three (3) copies of wall sign detail plans.

6. **Sign Location Permit Expiration.** A Sign Location Permit **expires** if construction of the sign has not been **completed within 6 months** from the date of permit issuance. A Sign Location Permit renewal fee is \$125.00.



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Existing Signage Removal Affidavit
(Revised June 2004)

This affidavit must be completed if existing signage must be removed in order to be authorized any new signage. Please complete this affidavit, attach it to your Sign Location Permit application, and submit it to the Development Review Section of Planning & Development.

Project Name _____ Unit/Phase _____

The signers of this affidavit hereby acknowledge that any existing signs that must be removed to qualify for new or additional signage must be removed prior to completion of new signage as authorized by the issuance of the Sign Location Permit

Sign Location Permit Number: SLP _____

Property Owner

Property Owner's Printed Name _____

Property Owner's Signature _____ Date _____

Business Owner

Business Owner's Printed Name _____

Business Owner's Signature _____ Date _____

Sign Contractor

Sign Contractor's Printed Name _____

Sign Contractor's Signature _____ Date _____