

City of Lilburn
Permanent Sign Permit Instructions
For Exterior Wall Signs or Free Standing Signs

- 1) Please provide the following:
 - A drawing of the sign(s) with dimensions and square footage of sign(s) indicated.
 - If erecting a wall sign, provide building elevation(s).
 - If erecting a ground sign, provide a site plan that indicates the location of the sign on the property.
 - A completed application that includes the signature of the owner and proof of square footage of the space to be occupied.
 - A check or money order for the permit fee.
 - Proof of \$100,000 general liability insurance to cover potential property damage.
- 2) Once the completed application is received, it must be approved by the Planning and Economic Development Department. The application will be processed only after approval is received.
- 3) If an electrician works on the sign, Planning and Economic Development must have a completed Sub-Contractor Affidavit and a copy of the State Professional License must be provided.
- 4) After the sign is erected, the City Inspector must inspect the sign to see that it has been properly mounted.
- 5) Do not call for an inspection until all work has been completed on the sign.
- 6) To schedule an inspection, please contact Alex Mitchem at 770-638-2197 or Doug Stacks at 770-921-2784.



City of Lilburn

Sign Permit Application

Permit Number:
Date Issued:

Name of Business:		Address of Sign Location:	
Land District: <b style="font-size: 1.2em;">6	Land Lot:	Parcel:	Zoning:
Is This Business a: <input type="radio"/> Single Tenant in own building on own lot; or <input type="radio"/> Tenant in a multi-tenant building			
Type of Sign: <input type="radio"/> Wall <input type="radio"/> Electric <input type="radio"/> Freestanding			
Are there other signs presently existing on site? <input type="radio"/> YES <input type="radio"/> NO			
Description of Other Signs:			

PROPERTY OWNER	SIGN CONTRACTOR
Name:	Name:
Address:	Address:
City/State/Zip:	City/State/Zip:
Telephone:	Telephone:
Signature:	Business License Number / Issued By:
PRINT NAME HERE:	Proof of \$100,000 Property Damage Liability Insurance Required for Sign Contractor

By signing this application, the property owner acknowledges review of proposed signage, location, and approval of same.

Applicant's Signature:		Date:	
Issuing Clerk's Signature:		Date:	
FREE STANDING NON-ELECTRIC	\$125.00/sign	TOTAL OWED: \$	
FREE STANDING ELECTRIC	\$225.00/sign		
WALL NON-ELECTRIC	\$ 75.00/sign		
WALL ELECTRIC	\$175.00/sign		
Receipt Number:		Date Received:	

Please complete appropriate section.

WALL SIGN(S)

Gross Building Space in Square Feet _____

Building Front		Facing Building Left Side	
Sign Dimensions:		Sign Dimensions:	
Square Footage:		Square Footage:	
LIGHTED: <input type="radio"/> Yes <input type="radio"/> No		LIGHTED: <input type="radio"/> Yes <input type="radio"/> No	

Facing Building Right Side		Building Rear	
Sign Dimensions:		Sign Dimensions:	
Square Footage:		Square Footage:	
LIGHTED: <input type="radio"/> Yes <input type="radio"/> No		LIGHTED: <input type="radio"/> Yes <input type="radio"/> No	

Aggregate Sign Area for ALL Wall Signs: _____

GROUND SIGN(S)

Gross Building Space in Square Feet _____

Number of Street Frontages:	Number of Sign Structures:
Total Height of Sign Structure:	
Setback from Right-of-Way:	
Number of Signs on Sign Structure:	
Size of Each Sign:	A: _____ B: _____ C: _____

Aggregate Sign Area for Sign Structure: _____

LIGHTED: <input type="radio"/> Yes <input type="radio"/> No

CONSTRUCTION ON THIS SIGN MUST START WITHIN SIX (6) MONTHS OR PERMIT EXPIRES.

WALL SIGN INSPECTIONS	GROUND SIGN INSPECTIONS	OVERSIZE SIGN (BILLBOARD) INSPECTIONS
1. SIGN – Inspection includes inspecting sign to see if property secured.	1. FOOTING - Inspection	1. FOOTING - Inspection
2. ELECTRICITY/FINAL – If sign is electrified, inspection includes checking breaker box, if wired correctly (<i>no separate electrical inspection because power comes from building and uses existing wiring</i>).	2. ELECTRICAL/FINAL	2. Contractor fills out, and signs in presence of Notary Public, an <u>Affidavit for Temporary Power</u> form at City Hall (no cost). Inspector then contacts power company for temporary power.
		3. FINAL INSPECTION – inspect switch, wires (anything visible), or if an outlet, tests the outlet.

**To schedule an inspection with Mr. Mark Azar
(Building Inspector for the City of Lilburn),
contact Alex Mitchem
(770) 638-2197.**

**Failure to comply with inspection requirements
may result in the loss of Business License.**