TEMPORARY SIGN PERMIT APPLICATION



41 Perimeter Center East | Dunwoody, GA 30346 Phone: (678) 382-6800 | Fax: (770) 396-4828

Except for those signs which may be erected without obtaining a permit, every person desiring to erect a sign in the City of Dunwoody shall first obtain a sign permit and all other permits required for the desired structure in accordance with City ordinances. Please review this checklist, complete the Temporary Sign Application form attached, and deliver them with all required supplemental documents to the City of Dunwoody Community Development Department, located at 41 Perimeter Center East, Dunwoody, GA 30346.

Each temporary sign permit will be valid for a period not to exceed two weeks, and a permit is valid for up to two signs of not more than 24 square feet each. Each parcel is allowed a total of six temporary sign permits per calendar year. Please note the number of previous permits you have received on the application to ensure you do not exceed this maximum. The sign must not be placed in the Right of Way, approximately 10 feet from the curb's edge.

Completed application with all applicable information.		
Consent of the owner, or the owner's agent, granting permission for the placement or maintenance of the sign. Attach a separate sheet as necessary.		
The type of sign to be erected, the area of the sign, the height of the sign, the shape of the sign, and an explanation of how the sign is to be mounted or erected. <u>Attach a separate illustration as necessary.</u>		
There is no application fee for temporary signs.		
You are required to place the permit sticker on the front side of the banner.		

Note: Each applicant shall present to the Department, upon request, a certificate of liability insurance prior to the issuance of a sign permit.

All Sign Permit Applications are not considered "received" by the department until the Community Development Director deems the application to be complete and accurate. Failure to submit this document in full and signed will result in an immediate denial of your application.

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Permit #:		
Date Received:		
Subject Property:		The state of the s
Tenant Name:		
Address:		
Applicant Informa	ition:	
Company Name:		
		Email:
		ne as Applicant Check here if to certify owner permission
Owner's Name:		
		Email:
Contractor Inform	nation: Check here if	same as Applicant Check here if Contractor will install sign
Company Name:		Occupational Tax Certificate #:
Address:		
		Email:
* Banner Descriptio		
Start Date:		Color & Material:
Expiration Date:		Dimensions/Area:
		# of Previous Displays this Calendar Year:
Content of Banner:		
Terms & Condition	ns:	
of Dunwoody Zoning and Sig	gn Ordinance. If any informa the city harmless from all d	rue and correct and I acknowledge compliance with all requirements of the City ition is found to be false or misrepresented, the permit will be deemed invalid. I lamages, demands or expenses of every character which may in any manner be
Applicant's Name:		
Applicant's Signature:		Date: