

PERMANENT SIGN PERMIT APPLICATION

Community Development

4800 Ashford Dunwoody Road | Dunwoody, GA 30338

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 Permanent 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.

- 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.
- Name, address, phone number, a copy of occupational tax certificate, and a certificate of liability insurance for the sign contractor responsible for the installation and/or maintenance of the sign.
- A full-color, scaled rendering of the proposed signage, including the type of sign to be erected, the area of the sign, the height of the sign, the shape of the sign, how the sign is to be illuminated (if at all) and an explanation of how the sign is to be mounted or erected.
- Wall sign applications will indicate the width in linear feet of the wall or canopy on which the sign will be mounted, and the height above grade at which the sign will be mounted.
- Application for ground signs shall include a separate site plan drawn to scale, including a closed boundary survey of the property, gross acreage, the proposed location of subject sign, location of all ground signs on the property, entrance driveways from public streets, street rights-of-way, public or private easements, building locations, gross area of buildings and floor area occupied by subject owner or tenants.
- Applications for signs requiring the installation of new electrical conductors and/or conduits shall secure the requisite electrical permits as required by the City Building Official.
- Applications for new ground signs shall secure the requisite building permits for footer installation and inspection as required by the City Building Official.

Note: 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: _____ Date Issued: _____

*** Subject Property:**

Tenant Name: _____
Address: _____

*** Applicant Information:**

Company Name: _____
Contact Name: _____
Address: _____
Phone: _____ Fax: _____ Email: _____

*** Owner Information:** Check here if same as Applicant Check here to certify owner permission

Owner's Name: _____
Owner's Address: _____
Phone: _____ Fax: _____ Email: _____

*** Contractor Information:** Check here if same as Applicant

Company Name: _____ Occupational Tax Certificate #: _____
Contact Name: _____
Address: _____
Phone: _____ Fax: _____ Email: _____

*** Sign Description:**

Sign Type: _____	Shape of Sign: _____
Height of Sign: _____	Lighting Type: _____
Color & Material: _____	Dimensions/Area: _____
Floor Area of Tenant Space (wall sign): _____	Width of Wall/Tenant Space (wall sign): _____
Floor Area of Building (ground sign): _____	Setback from Right-of-Way (ground sign): _____
Content of Sign: _____	

*** Terms & Conditions:**

I hereby certify that all information provided herein is true and correct and I acknowledge compliance with all requirements of the City of Dunwoody Zoning and Sign Ordinance. If any information is found to be false or misrepresented, the permit will be deemed invalid. I agree to indemnify and hold the city harmless from all damages, demands or expenses of every character which may in any manner be caused by the sign or sign structure.	
Applicant's Name: _____	
Applicant's Signature: _____	Date: _____
Property Owner's Name: _____	
Property Owner's Signature: _____	Date: _____

Affidavit Of Existing Aggregate Sign Area

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This document shall be executed and signed by the owner or applicant. If completed and executed by the applicant/owner's agent, documentation shall be submitted by the applicant showing the owner's authorization to act as applicant (either in a separate letter or by the signature on the first page of the application).

Address of Property: _____

NOTE: Total only the area(s) of those sign(s) visible from exterior space(s). Include all ground, wall, and canopy sign area. **For buildings with direct exterior access to a tenant space, include dimensions for signs that only relate to that space.** For buildings which provide access via vestibules or other common areas, please provide calculations for the entire building. Area of all types of signs shall be measured as specified by the City of Dunwoody Sign Ordinance. This form is required, even for panel exchanges.

Ground Signs: _____ Sq. Ft.

Wall Signs: _____ Sq. Ft.

Canopy Signs: _____ Sq. Ft.

TOTAL AGGREGATE AREA OF ALL EXISTING SIGNS AS OF _____, 20_____

_____ Sq. Ft.

Date: _____, 20_____

I, _____, do solemnly swear that the information on this document is true and accurate, and that no false or misleading information or statement is submitted herein to obtain a sign permit. I understand that if I provide false or misleading information or statements in this document I may be subject to criminal prosecution and/or immediate revocation of any sign permit issued as a result of this document. I understand that I must comply with the City of Dunwoody ordinances and regulations.

Signed: _____

Owner/Agent

Print Name: _____

Additional Sign Descriptions

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If applying for more than one sign at the subject property, then please provide the subsequent information for each additional sign.

*** Sign Description (If Applicable):**

Sign Type: _____	Shape of Sign: _____
Height of Sign: _____	Lighting Type: _____
Color & Material: _____	Dimensions/Area: _____
Floor Area of Tenant Space (wall sign): _____	Width of Wall/Tenant Space (wall sign): _____
Floor Area of Building (ground sign): _____	Setback from Right-of-Way (ground sign): _____
Content of Sign: _____	

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Content of Sign: _____	