

TEMPORARY SIGN PERMIT APPLICATION

Community Development

4800 Ashford Dunwoody Road | Dunwoody, GA 30338

Phone: (678) 382-6800

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 4800 Ashford Dunwoody Road, Dunwoody, GA 30338.

Each temporary sign permit will be valid for a period not to exceed two weeks, and a permit is valid for one sign not more than 36 square feet. 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, the location of the sign and an explanation of how the sign is to be mounted or erected. Please also attach a separate illustration of the sign.
- 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.

TEMPORARY SIGN PERMIT APPLICATION

Community Development
4800 Ashford Dunwoody Road | Dunwoody, GA 30338
Phone: (678) 382-6800

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 if to certify owner permission

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

Contractor Information: Check here if same as Applicant Check here if Contractor will install sign

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

Banner Description:

Start Date: _____	Color & Material: _____
Expiration Date: _____	Dimensions/Area: _____
Location : _____	# of Previous Displays this Calendar Year: _____
Content of Banner: _____	

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: _____