



City of Acworth Community Development Department

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SIGN PERMIT

It shall hereafter be unlawful for any person to erect, place, or maintain a sign in the City of Acworth except in accordance with the Provisions of the current Ordinance No. 2007-05.

THE CITY DOES NOT ACCEPT APPLICATIONS that do not illustrate the required development aspects such as those listed below. If the business is part of a planned shopping center or office complex, an overall site plan showing the listed items provided by the leasing agent maybe acceptable.

PLEASE SELECT TYPE

SEMI-PERMANENT DIRECTIONAL SIGN: COST: \$100.00 (to be renewed annually)

MONUMENT/PERMANENT SIGN VALUATION: _____

BILLBOARD VALUATION: _____

(VALUATION IS THE TOTAL "Turn Key" COST OF INSTALLATIONS, WHICH INCLUDES THE COST OF LABOR, MATERIALS AND PROFIT TO DESIGN, BUILD, ERECT AND LIGHT THE SIGN AND ITS SUPPORTS)

FEES ARE BASED ON THE VALUATION OF THE SIGN IN ADDITON TO A \$50.00 BASE FEE

PLEASE ATTACH COPY OF SIGN COMPANY'S CURRENT BUSINESS LICENSE

**IF A SIGN IS INSTALLED WITHOUT A PROPER PERMIT YOUR COMPANY WILL BE CHARGED
A DOUBLE PERMIT FEE**

A permit is required for all signs except as specifically excluded from the provisions of Section 7 of the City of Acworth Sign Ordinance, it shall be unlawful for any person to post, display, substantially change or erect a sign or advertising device in the city without first having obtained a sign permit. A change in only the copy of a sign or advertising device shall not constitute a substantial change.

Note: A separate permit is required for each and every building or structure on which work is to be done. If a building contains more than (1) unit, list the addresses of all units in which work will be done.

All permits expire 6 months after the last required inspection that has been passed, or 6 months after the date of issue if no required inspections have been approved. The Building Official may issue a 6 month extension of any permit, (for due cause), if requested in writing by the permit holder prior to such a permit expiring.

Job Address: _____

Location of Sign on Property: _____ **Power Company:** _____

Job Name/Subdivision: _____

Owner of Real Property: _____ **Phone:** _____

Address: _____ **City:** _____

State: _____ **Zip:** _____

Sign Company (Contractor): _____

Phone: _____ **Fax:** _____ **Mobile:** _____

Address: _____ **City:** _____

State: _____ **Zip:** _____

**APPLICATIONS WILL NOT BE ACCEPTED UNLESS
ALL REQUIRED INFORMATION IS ATTACHED**



1. Attach a site plan
2. Total acreage of the property: _____ acres.
3. Total linear footage of the property, measured along the main road: _____ feet
4. Is the property located in a Historic District? _____ YES _____ NO
(if so, there are specific signage requirements within the Sign Ordinance)
5. Total linear footage of the business, measured along the front of the building: _____ feet
6. Final dimensions of the sign after completion: _____
7. Will the sign be illuminated: **EXTERNALLY / INTERNALLY / N.A. (circle one)**
8. New signs require the following:
 - a. Site plan detailing the location of the proposed sign with the minimum distance to all property lines;
 - b. An accurate drawing of the sign – including supports and attachment details) **
 - c. A foundation detail for the support of the sign (if applicable);
 - d. Height to bottom and top of the sign from grade;
 - e. Detail all wording, symbols, logos, colors, etc.;
 - f. Details of the internal and/or external lamination of the sign;
 - g. Detail of electrical disconnecting means - must comply with the National Electric Code;
 - h. Approved UL# or other third party inspection agency approval number;
 - i. Name of the power company who will set the meter (if applicable);

** Signs more than ten (10) feet above grade require complete structural drawings designed to withstand a 90 M.P.H. wind load. Such drawings must be stamped and sealed by a Structural Engineer.

Re-inspection Fees: \$50.00 each occurrence

Work commencing without a permit: Where any work for which a permit is required is started without such permit having been issued, the applicable fee shall be doubled. The payment of such a double fee shall not relieve any persons from fully complying with the requirements of all applicable codes and City Ordinances including on work already performed, concealed, or otherwise not inspected, nor shall it relieve them from any other penalties as may be prescribed by law.

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. Furthermore, I certify that I have the permission of the property owner(s) to perform work on their property.

Contractor or Authorized Agent – Print Name & Date

Contractor or Authorized Agent – Print Name & Date

FOR OFFICE USE ONLY

Code Compliance: _____ Date _____ Approved/ Denied

Building Division: _____ Date _____ Approved/ Denied

Special Stipulations: -
