

## **What else do you need to know?**

We understand that the permit process can be confusing - especially if you are not in the sign business.

We are here to help you.

If you have never applied for a sign permit with the City before, it is generally a good idea to visit with staff prior to submitting your application to be sure that you are on the right track and have everything you need. Many questions can be answered at this stage before too much time or money is invested in an incorrect sign request.

All signs must be constructed and lettered in professional manner (i.e.: no free-hand drawn or lettering will be permitted).

Please do not hesitate to ask any questions as staff is willing to answer any that you may have.

For allowable sizing questions, please contact our Code Compliance Department at (770) 974-3112.

For structural or installation concerns, please contact the building inspections office at (770) 974-2032.

## **Where do I go to obtain a permit?**

Permits are obtained at the Community Development Department on the main floor of City Hall—4415 Senator Russell Avenue. (770) 974-2032.

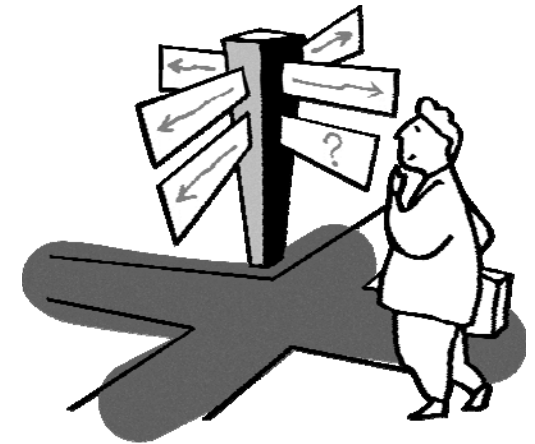
Applications are available at the office or online at [www.acworth.org](http://www.acworth.org).



City of Acworth Community Development  
Code Compliance & Inspections Division  
4415 Senator Russell Avenue  
Acworth, GA 30101  
Phone: 770.974.3112 / Fax: 770.917.0590  
[www.acworth.org](http://www.acworth.org)



# Sign Permitting Process



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## **Why does the City regulate signs?**

The City regulates signs in order to ensure they comply with minimum construction standards, do not present any public safety issues, and to provide some guidance on the overall aesthetics throughout the City. The code's purpose is to provide for and regulate the location, safe construction and design to ensure that signs are compatible with surrounding land uses, are well maintained, and enrich the economic impact to the sign user.

## **Where do you get started?**

It is always a good idea to meet with City staff prior to beginning the application process. It is **NEVER** a good idea to install a sign without the proper permits!

A copy of the City's sign ordinance as well as all sign applications are available online at [www.acworth.org](http://www.acworth.org). Copies are also available at the front desk of the Community Development Department as well.

## **ALL APPLICATIONS MUST BE COMPLETE WITH ALL SUPPORTING INFORMATION BEFORE THEY CAN BE CONSIDERED.**

For **allowable sizing questions**, please contact our Code Compliance Department at (770) 974-3112.

For **structural/installation questions**, please contact the building inspections office at (770) 974-2032.



## **What type of sign do you have?**

Signs are divided up into several categories, but the primary ones are permanent, semi-permanent and temporary.

All signs are required to be permitted with the exception of political signs, window signs, and nameplates of two (2) square feet or less in area fastened directly to the building.

- ◆ **Permanent signs** include those that are attached to the building or a freestanding monument sign (the City does not allow pole or pylon types of signs).
- ◆ **Semi-permanent signs** include the signs that are posted throughout the City advertising a new residential type of neighborhood development with lots or units for sale. These signs have specific regulations that must be met for permitting.
- ◆ **Temporary signs** include banners, portable signs, and air-filled devices. These signs also have very specific regulations that must be met for permitting.

## **What types of signs require a permit?**

The common signs that require permitting include:

- ◆ Wall Signs (including raceway, cabinet, painted, etc);
- ◆ Monument signs (no pole/pylon signs allowed);
- ◆ Banners, air-filled devices, portable signs and other temporary signs;
- ◆ Hanging signs;
- ◆ Construction or "coming soon" signs;
- ◆ Residential neighborhood construction semi-permanent signs;

Please check the sign ordinance for more signage information.



## **What do you need to obtain a permit?**

First you need to determine the type of sign that you are looking to install. Then you need to complete the appropriate application for submittal to the Community Development Department.

For all signs, you will need to submit a drawing of the sign proposed with all text and imagery shown. The correct dimensions of the sign shall also be shown to determine the square footage of the sign proposed as well as how the sign is going to be installed/affixed.

If the sign is to be lit, you will need to show the proper detail of electrical disconnecting means (must comply with the National Electric Code), the approved UL# or other third party inspection agency approval number and the name of the power company who will set the meter (if applicable).

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

For permanent signs, you will need to include a site plan for the property including the total linear footage of public road frontages specified, if a wall sign - you will need the linear footage of the building/store front as well.

For monument signs, you **MUST** schedule a footing inspection prior to moving forward with the construction of the sign. Failure to do so may result in the requirement for a third party engineer to certify that the footings meet code.