

Chief Executive Officer
Lorraine Cochran-Johnson

DEPARTMENT OF PLANNING & SUSTAINABILITY

Director
Cedric Hudson

SIGN PERMIT APPLICATION

APPLICATION MUST BE COMPLETED IN ITS ENTIRETY WITH WET-SIGNATURE AND NOTARIZE WITH ALL REQUIRED DOCUMENTS ATTACHED (SEE APPLICATION CHECKLIST). INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Sign Location				LOT SIZE:	
Street Address:					
Suite Number		Tenant Square Footage:			
City			Zip		
District:	Land lot:	Block:	Parcel:		Building face of individual tenant:

Business Name			Sign Contractor		
Business Owner's Name			Address		
Address			City	State	Zip
City	State	Zip	Bus. Lic. #		County
Tel#		E-Mail		Telephone#	
				E-Mail	

ZONING DISTRICT:	OVERLAY DISTRICT: Yes _____ No _____ Specify _____
	Certificate of Compliance: Yes _____ No _____

SIGN TYPES: WL: Wall sign GN: New ground sign CA: New cabinet on existing ground sign TP: Tenant panel replacement
DIR: Directional sign OT: Other type of sign

	SIGN TYPE	SIZE OF SIGN FACE			Total AREA SQ. FT	HEIGHT OF FREE STANDING SIGNS:	SETBACK OF FREE STANDING SIGNS FROM CLOSEST STREET & CURB CUT	TYPE OF LIGHTING*	SIGN FEE
		LENGTH	WIDTH	X					
1		FT	FT	X					
2		FT	FT	X					
3		FT	FT	X					
4		FT	FT	X					
5		FT	FT	X					

* LIGHTING TYPES: ● None ● Indirect ● Direct ● Internal ● Electronic

NOTE: IF SIGN IS TO BE ILLUMINATED/ELECTRIFIED DO NOT PROCEED WITH WIRING UNTIL ELECTRICAL PERMIT IS OBTAINED BY LICENSED ELECTRICAL CONTRACTOR

I, _____, DO SOLEMNLY SWEAR THAT THE INFORMATION ON THIS APPLICATION IS TRUE, AND THAT NO FALSE OR MISLEADING STATEMENT IS MADE HEREIN TO OBTAIN A SIGN PERMIT. I UNDERSTAND ALSO THAT I MUST COMPLY WITH ALL COUNTY ORDINANCES AND REGULATIONS. I FURTHER HEREBY AGREE TO INDEMNIFY AND HOLD THE COUNTY HARMLESS OF ALL DAMAGES, DEMANDS, OR EXPENSES OF ANY KIND WHICH MAY BE CAUSED BY THE SIGN(S) AND/OR SIGN STRUCTURE(S).

DATE: _____ APPLICANT'S SIGNATURE: _____

TEL# _____ APPLICANT'S PRINTED NAME: _____

PROVIDE PROPOSED MESSAGE IF DIFFERENT THAN BUSINESS NAME:

DEPARTMENT OF PLANNING & SUSTAINABILITY

**SUBMITTAL CHECKLIST FOR ALL PERMANENT
GROUND AND WALL/CANOPY SIGNS**

FOR ALL SIGN APPLICATIONS	
	Application Form (completed and signed).
	Written and notarized permission from the owner/agent to install the sign on the property.
	Current Copy of Business License (for the Contractor).
	Number or reference to existing or pending certificate of occupancy for tenant
	Business License # (existing or pending) for Tenant
	Certificate of liability of sign contractor
	Documentation of Aggregate Sign Area for the lot (documenting total square footage of signs on the property) (2 copies) – NOT REQUIRED FOR TENANT PANEL CHANGE-OUTS OR FOR PROPERTIES WITH COMMERCIAL SQUARE FOOTAGE OVER 22,500 SQUARE FEET.
	Drawing or graphic of sign face showing dimensions (size) and copy (2 copies).
	Photographs of the site showing the proposed sign(s) are often helpful during the review.

NEW GROUND SIGNS	
	Site Plan, drawn to scale, or a boundary survey of the property, showing the following:
	Proposed location of sign (17 feet from street pavement per Traffic Engineer) or sight visibility triangle stamped by a professional engineer registered in the State of Georgia.
	Location of all ground signs on the property and type of sign (entrance, directional, identification)
	Existing and proposed entrances and driveways from public streets
	Distance of proposed ground sign from curb cuts and right-of-way.
	Building location(s), including tenant space.
	Floor area occupied by subject owner/tenant
	Survey shall be stamped by engineer, surveyor, or architect registered by the State of Georgia (2 copies).
	If ground sign is over eight (8) feet tall, a building permit must be filed to allow plan review of footing/foundation of sign. An engineer stamped drawing is required, including foundations.

WALL SIGNS	
	Dimensions of building façade for tenant area depicting height & length of wall where sign is to be installed.
	Location of proposed sign on wall (cannot exceed 80% of width of applicable wall)
	Graphic depicting how sign is to be mounted.
	Tenant square footage.
	Canopies that extend more than two feet from the building require a building permit accompanied with an engineered stamped drawing.
	Wall Signs weighing 200 pounds and over must apply for a building permit accompanied with documentation of how the sign is to be anchored to the building.

DeKalb County Sign Ordinance is Chapter 21 of DeKalb County Code of Ordinances and can be found at www.municode.com.

Please call (404) 371-2155 and ask to speak to a current planner who can verify if the property is located in an Overlay District.

The Overlay Districts have different sign standards than those in Chapter 21.

All electronic signs require an electrical permit.

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Section 21-20(d) In addition to those regulations set forth in subsection (a) and (b) above, no person may maintain a lot zoned for commercial use where the aggregate signable area exceeds four hundred fifty (450) square feet, or two (2) square feet of signage for each one hundred (100) square feet of floor area, ***whichever is greater***, regardless of the construction, placement or type of sign or signs. (Ord. No. 13-03, Pt. I, 6-10-03)

NOTE: for the purpose of this document, consider only signs visible from the exterior of the building(s). Include all ground, wall and canopy signs. Temporary signs do not apply. Sign area shall be measured as specified by Chapter 21 of the DeKalb County Code.

EXISTING AGGREGATE SIGN AREA*

***Only if site has 22,500 square feet of commercial retail space or less**

Please provide the following information:

Location (Address of Property)	Size of Property (square feet or acreage)
Total Floor Area (Square feet) Of all buildings on the property (please see NOTE above)	X 0.02 = Total square footage of sign area allowed on the site (see Section 21-20.d)

Sign Type	Square Footage
Ground Sign	
Wall Sign	
Canopy Sign	
Total	
Date	

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 county ordinances and regulations.

Signed: _____

Name Printed: _____

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**SPECIAL EVENT SIGNS (Temporary Signs)
(2 per year for 16 days each issuance)**

Submittal Requirements	
	Application Form (completed and signed)
	Drawing of sign(s) showing size and copy
	Site plan – show distance from curb
	Written Permission from Property Owner/Manager

Sec. 21-21. Special event signs. A site containing an authorized use and located in a non-residential zoning district is allowed special event signs for a special use or event, such as, but not limited to, grand openings, seasonal sales, liquidations, going-out-of business sales, fire sales, display of a noncommercial message, and giveaway or free promotions, only under the following conditions and subject to the following requirements:

- (1) Prior to the special event or use, and the erection and placement of the sign or device, an application for permit shall be filed with the director;
- (2) The signs and devices shall be constructed of, or shall be described as, poster board, banners, metal, wood, pennants, flags, balloons, twirlers, streamers, portable displays and air- or gas-filled figures;
- (3) The maximum size allowance for all the devices and signs shall not exceed two hundred (200) square feet;
- (4) The signs may be attached to the exterior wall or walls of a building, no higher than the top of the parapet or roof and shall not be placed, located or connected nearer than fifty (50) feet from the center of the street or roadway, or twenty (20) feet from the curb or edge of the pavement, whichever is further from the center of the street or roadway; and
- (5) The maximum number of special event sign permits to be issued to a single site or location shall be two (2) per year for a period of time not to exceed sixteen (16) days for each issuance.

Start Date: _____ End Date: _____

Business Name _____ Business License # _____

Address and Suite # _____

Property Owner Name _____ Property Owner Signed Authorization _____

I understand that these are the DeKalb County Standards for Special Event Signs and that I will abide by these requirements. I am aware that failure to comply with said requirements would result in revocation of the permit and/or legal action by DeKalb County.

Applicant Signature _____ Date: _____

For Development Department Use Only:

Approved _____ Denied _____ By: _____ Date: _____

Reason (if denied) _____

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Section 21-22. Electronic Signs in M, M-2, C-1 and C-2 zoning districts.

(a) Electronic signs shall be allowed only in C-1, C-2, M, and M-2 zoning districts, but only if the electronic sign complies with all of the following requirements:

- (1) No message may be displayed for less than one (1) second;
- (2) No message may be repeated at intervals of less than two (2) seconds;
- (3) No segmented message may last longer than ten (10) seconds; and
- (4) No traveling message may travel at a rate slower than sixteen (16) light columns per second or faster than thirty-two (32) light columns per second.

I understand that these are the DeKalb County Standards for Electronic Signs and that I will abide by these requirements. I am aware that failure to comply with said requirements would result in revocation of sign permit and/or legal action by DeKalb County.

Business Name Business
License #

Address and Suite #

Property Owner Name Property Owner Signed
Authorization

Applicant Signature Date:

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Section 21-22. Electronic Signs In Residential Districts (Adopted May 25, 2010)

(b) Electronic signs shall be allowed in places of worship or in public or private elementary, middle, or high schools, if such establishments are located on property zoned R-200, R-150, R-30,000, R-20,000, R-100, R-85, R-75, R-60, R-A5, R-50, R-A8, R-CH, R-CD, R-DT, RM-150, RM-100, RM-85, RM-75, RM-HD, R-NCD, PC-1, PC-2 or PC-3, **O-I**, so long as the electronic sign complies with all of the following requirements:

- (1) Electronic ground signs shall be limited to a maximum height of fifteen (15) feet, and sign copy area shall be limited to one hundred (100) square feet;
- (2) Electronic signs may only be located along a major or minor thoroughfare;
- (3) Electronic signs shall not exceed a maximum illumination of 6,300 nits during the daylight hours and a maximum illumination of 500 nits between dusk to dawn, as measured from the sign's face at maximum brightness;
- (4) Any external illumination devices on an electronic sign shall be effectively shielded so as to prevent beams or rays of light from being directed at any portion of a major or minor thoroughfare, or any residential use; and
- (5) Electronic signs shall contain a default design that freezes the sign in one position with no more than a maximum illumination of 500 nits if a sign malfunction occurs.

I understand that these are the DeKalb County Standards for Electronic Signs and that I will abide by these requirements. I am aware that failure to comply with said requirements would result in revocation of sign permit and/or legal action by DeKalb County.

Business Name

Address and Suite #

Property Owner Name

Property Owner Signed Authorization

Applicant Signature _____ Date: _____

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Glossary

Aggregate sign area means the sum total of the sign area of any and all signs for a given lot. Street numbers assigned by the United States Postal Service shall not be considered in calculating the aggregate sign area.

Subdivision signs, flags and banners are excluded from any determination of aggregate sign area in residentially zoned districts. Flags and banners per Section 21-29 are exempt from permitting requirements.

Building Permit means an application for review of international building codes adopted by DeKalb County, Georgia for ground/free standing signs that are over eight (8) feet in height; wall signs that weigh 200 pounds or more; or canopies that extend over two (2) feet from a building.

Building face means the height and length of the tenant's individual storefront.

Ground Sign face means the area inclusive of any border and trim, but excluding the base, apron, supports, and other structural members for ground signs. For double-faced signs, only one side of the sign is used in computing the sign area.

Overlay District means a geographic area defined by the DeKalb County Board of Commissioners where certain additional requirements are superimposed upon the underlying zoning district.

Wall Sign area (face) means the total area upon which a message is displayed on any sign consisting of the smallest square, rectangle, triangle, circle, or combination thereof, which encompasses the entire sign area for a wall sign.

NOTES:

WL means new Wall Sign

GN means NEW ground sign

CA means new cabinet on existing ground sign

TP means tenant panel replacement

DIR means directional sign

OT means other type of sign

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AUTHORIZATION OF THE PROPERTY OWNER

I hereby authorize the tenant _____
to install a sign on the Subject Property _____

I hereby certify that the information provided in the application is true and correct.

I hereby certify that I am the Owner or Agent of the Owner of the property subject to the application.

DATE: _____ Owner/Agent: _____
Printed Name

DATE: _____ Owner/Agent: _____
Signed Name

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SIGN PERMIT FEE SCHEDULE

SIGN TYPE	SIGN PERMIT FEE SCHEDULE	REVIEW FEE	INSPECTION FEE
WALL SIGN		\$25.00	\$50.00
GROUND SIGN	SUBDIVISION SIGNS	\$50.00	\$50.00
	ENTRANCE SIGNS	\$50.00	\$50.00
	OTHER FREE STANDING SIGNS	\$50.00	\$50.00
DIRECTIONAL SIGN		\$50.00	\$50.00
PERMIT EXTENSION		\$50.00	N/A
<p>NOTE: INSPECTION FEE IS PER LOCATION. ONLY \$50 OF INSPECTION FEE WILL BE CHARGED PER LOCATION.</p>			